PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 4 OF 2019
DATE ISSUED: 22 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: DEPARTMENT OF TOURISM: Kindly note that the post of Receptionist with Ref No: DT 08/2019 advertised in Public Service Vacancy Circular 41 dated 15 November 2019 has been withdrawn.
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## PROVINCIAL ADMINISTRATIONS

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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: 06 December 2019

NOTE: Applications are hereby invited from suitably qualified persons to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s).

OTHER POSTS

POST 42/01: ASSISTANT DIRECTOR: INSPECTIONS REF NO: 37/DAC/2019
Chief Directorate: National Archives of South Africa

SALARY: R376 596 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A three year Degree/National Diploma in Archival studies or equivalent qualification with a major subject such as History, Public Administration or equivalent qualification, 2 – 3 years’ archival experience with specific specialisation in records management inspections, appraisal and records classification systems. Knowledge of relevant acts and legislation which impacts on records management, knowledge of electronic management principles and best practices, appraisal of records, information technology principles and applications, people management and empowerment, Negotiation And Conflict Management, Sound Computer Literacy.

DUTIES: The incumbent will be responsible for the following: ensure that governmental bodies implement and maintain sound records management practices, coordinate, supervise, conduct and report on records management inspections in governmental bodies, management of the records management inspections division/programme, advise governmental bodies on records management policies and practices, advise management and colleagues on the need to adapt policies and published guidelines according to identified records management realities in governmental bodies, people management and empowerment.

ENQUIRIES: Ms S Botha/Ms P Mulaudzi/Ms B Manqaba/Ms N Ngcama Tel No: (012) 441 3646/3716/3650/3430
ASSISTANT ARCHIVIST: READING ROOM AND SUPPLY SERVICES SECTION

POST 42/02

SALARY: R145 281 per annum (Level 04)
CENTRE: Pretoria

REQUIREMENTS:
A Grade 12 certificate. Relevant experience working in a heritage institution would be a recommendation. Knowledge or experience of working with photocopying and/or scanning device. Basic knowledge of relevant archival legislation. Basic computer skills. Interpersonal skills. Good communication skills.

DUTIES:
The incumbent will be responsible for the following: The retrieval and shelving of archival records for client offices and researchers; The photocopying of archival collections; Assisting researchers in the Reading Room; Dealing with requests from researchers wanting information on divorce decrees; and assisting with data clean-up on the electronic archival management system; Basic sorting and listing of records.

ENQUIRIES:
Ms S Botha/Ms P Mulaudzi/Ms B Manqaba/Ms N Ngcama Tel No: (012) 441 3646/3716/3650/3430

NOTE:
It is the Department’s intention to promote equity in terms of race, gender and disability through the filling of these posts with a candidate whose transfer/promotion/appointment will promote representivity.
DEPARTMENT OF BASIC EDUCATION

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

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

FOR ATTENTION: Ms J Masipa/Ms N Monyela

CLOSING DATE: 13 December 2019

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

OTHER POST

POST 42/03: DEPUTY DIRECTOR: SYSTEM ADMINISTRATOR REF NO: DBE/62/2019
Branch: Planning, Information and Assessments
Chief Directorate: National Assessments and Public Examinations
Directorate: Examinations and Assessment in Schools

SALARY: R869 007 per annum (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A relevant Bachelor’s Degree/National Diploma or equivalent recognised qualification in Information Technology (IT), Information Systems or any other related qualification.
A minimum of four (4) years’ relevant experience at a supervisory/middle managerial level in business application or system analysis is essential. Experience in the management of the Integrated Examination Computer systems (IECS), which is a system used in the management of exam processes, is a pre-requisite. Understanding of policies related to the Conduct of National Examinations and the Umalusi directives in relation to examination bodies. Knowledge of data management, data manipulation, statistics and data analysis. Knowledge of certification in the South African context. A Postgraduate qualification will be an added advantage. Knowledge of financial management, risk management, people management, information management and project management. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. In addition, applicants should have an understanding of Batho Pele principles; the capability to deal with classified information; a valid driver’s license and the willingness and ability to work under pressure.

DUTIES: The incumbent will: manage the development and enhancement of the National Senior Certificate (NSC) and the Senior Certificate (SC) examination computer system. Manage the administration of all examination and assessment processes, relating to registration of candidates and centres, writing of the examination and the national assessment, marking, capturing of marks, resulting and release of the results. Manage Change Control Board (CCB) meetings with the State Information Technology Agency (SITA) and Government Information Technology Officers’ Council (GITO), monitor system related changes and maintenance by SITA. Conduct Joint Application Development (JAD) and test sessions when necessary with Provincial Education Departments (PEDs), UMALUSI, SITA, USAF and other stake holders. Manage system alignment between the Department and Umalusi/South African Qualifications Authority (SAQA)/Independent Examinations Board (IEB). Co-ordinate the system administration of the IECS and the SC examination system across all nine PEDs. Responsible for the budget and evaluation of transversal payments for the Integrated Examination Computer System (IECS). It will be required of the candidate to work after hours as the need arises.

NOTE: Interviewed candidates will be subjected to a technical exercise and competency assessment. The successful candidate will have to sign an annual performance
agreement, annually disclose his/her financial interests and be subjected to a security clearance.

**ENQUIRIES**

: Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294
CLOSING DATE: 06 December 2019 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 42/04: GENERAL STORES ASSISTANT II USAGES 2108, 2091, 2092 & 2110 REF NO: SA ARMY 54/19/01 (X4 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: MOD (Tek Base), Pretoria.
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
ENQUIRIES: Capt. C. Vego Tel No: (012) 671 0059. Lt S.S. Tembe Tel No: (012) 671 0192.
APPLICATIONS: Department of Defence, South African Army MOD Private Bag X1008 Littleton 0140.
CLOSING DATE: 06 December 2019

POST 42/05: GENERAL STORES ASSISTANT II USAGES 444 & 442. REF NO: SA ARMY 54/19/02 (X2 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: DOD Main Ord Depot Durban
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
ENQUIRIES: WO2 D.B. Mathenjwa Tel No: (031) 451 0170. Sgt C.B. Hlantu Tel No: (031) 451 0143
APPLICATIONS: Department of Defence, South African Army, DOD Main Ord Depot Durban, PO Box 12075, Jacobs, KwaZulu-Natal, 4026.
CLOSING DATE: 06 December 2019
POST 42/06 : CLEANER II USAGES 186, 378, 468, 458 & 193 REF NO: SA ARMY 54/19/03 (X5 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : ASB Mpumalanga
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES : Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
ENQUIRIES : Capt T.E. Nkosi Tel No: (013) 756 2188 /Lt N.N. Mabila Tel No: (013) 756 2222
APPLICATIONS : Department of Defence, South African Army, ASB Mpumalanga Private Bag X11277, Nelspruit, 1200,08.
CLOSING DATE : 06 December 2019

POST 42/07 : CLEANER II USAGE 771 REF NO: SA ARMY 54/19/04 (X1 POST)

SALARY : R102 534 per annum (Level 02)
CENTRE : ASB Limpopo
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES : Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
ENQUIRIES : Maj R.C. Dzaga Tel No: (051) 229 3480 /WO2 M.B. Maluleke Tel No: (051) 229 3439
APPLICATIONS : Department of Defence, South African Army, ASB Limpopo Private Bag X9304, Polokwane, 0700.
CLOSING DATE : 06 December 2019

POST 42/08 : CLEANER II USAGES 943, 956, 947 & 954. REF NO: SA ARMY 54/05/19 (X4 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : ASB Kimberly
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES : Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
ENQUIRIES : Lt T.A. Goitsilwe Tel No: (053)830 3011 /WO2 A. Makame Tel No: (053) 830 3190
APPLICATIONS : Department of Defence, South African Army, Support Base Kimberly Private BagX5056, Diskobolos, Kimberly, Northern Cape,8325.
CLOSING DATE : 06 December 2019

POST 42/09 : CLEANER II USAGE 742 & 728 REF NO: SA ARMY 54/19/06 (X2 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : ASB Eastern Cape
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES : Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
ENQUIRIES : Capt S.C. Afrikaaner Tel No: (041) 505 1237/Ms A.M. Oelofse Tel No: (041) 505 1495
APPLICATIONS : Department of Defence, South African Army, Support Base Eastern Cape PO Box13419,Humewood, Port Elizabeth X 6013,Eastern Cape.
CLOSING DATE : 06 December 2019

POST 42/10 : GROUNDSMAN II USAGES: 1297, 2449, 2451, 1949 & 1983 REF NO: SA ARMY 54/19/07 (X5 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : ASB Bloemfontein
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES : Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
ENQUIRIES : Capt S.C. Afrikaaner Tel No: (041) 505 1237/Ms A.M. Oelofse Tel No: (041) 505 1495
APPLICATIONS : Department of Defence, South African Army, Support Base Eastern Cape PO Box13419,Humewood, Port Elizabeth X 6013,Eastern Cape.
CLOSING DATE : 06 December 2019

POST 42/11 : GROUNDSMAN II USAGES: 1297, 2449, 2451, 1949 & 1983 REF NO: SA ARMY 54/19/07 (X5 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : ASB Bloemfontein
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES : Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
ENQUIRIES : Capt S.C. Afrikaaner Tel No: (041) 505 1237/Ms A.M. Oelofse Tel No: (041) 505 1495
APPLICATIONS : Department of Defence, South African Army, Support Base Eastern Cape PO Box13419,Humewood, Port Elizabeth X 6013,Eastern Cape.
CLOSING DATE : 06 December 2019
articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: Capt V.L. Fokase Tel No: (051) 402 1120/Capt N.P. Nhlapo Tel No: (051) 402 1093
APPLICATIONS: Department of Defence, South African Army, Support Base Bloemfontein, Private Bag X20599, Bloemfontein, Free State, 9318.
CLOSING DATE: 06 December 2019

POST 42/11: GROUNDSMAN II USAGES: 380 & 418 REF NO: SA ARMY 54/19/08 (X 2 POSTS)
SALARY: R102 534 per annum (Level 02)
CENTRE: ASB Mpumalanga
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES: Capt T.E. Nkosi Tel No: (013) 756 2228
APPLICATIONS: Department of Defence, South African Army Support Base Mpumalanga Private Bag X11277 Nelspruit 1200.
CLOSING DATE: 06 December 2019

POST 42/12: GROUNDSMAN II USAGES: 1044, 234, 242, 1108 & 250 REF NO: SA ARMY 54/19/09 (X 5 POSTS)
SALARY: R102 534 per annum (Level 02)
CENTRE: ASB Limpopo
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES: Maj R.C. Dzaga Tel No: (015) 299 3480 /WO2 M.B. Maluleke Tel No: (015) 299 3439
APPLICATIONS: Department of Defence, South African Army, Support Base Limpopo Private Bag X9304, Polokwane, 0700.
CLOSING DATE: 06 December 2019

POST 42/13: GROUNDSMAN II USAGES: 980, 602, 630, 634, 635 AND 610 REF NO: SA ARMY 54/19/10 (X6 POSTS)
SALARY: R102 534 per annum (Level 02)
CENTRE: ASB Eastern Cape
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES: Capt S.C. Afrikaaner Tel No: (041) 505 1237/MS A.M. Oelofse Tel No: (041) 505 1495
APPLICATIONS: Department of Defence, South African Army, Support Base Eastern Cape, PO Box13419, Humewood, Port Elizabeth, Eastern Cape, 6013.
CLOSING DATE: 06 December 2019

POST 42/14: GROUNDSMAN II USAGES: 1297, 2449, 2451, 1949 & 1983 REF NO: SA ARMY 54/19/11 (X5 POSTS)
SALARY: R102 534 per annum (Level 02)
CENTRE: ASB Bloemfontein
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES: Capt V.L. Fokase Tel No: (051) 402 1120 /Capt N.P. Nhlapo Tel No: (051) 402 1093
APPLICATIONS: Department of Defence, South African Army, Support Base Bloemfontein, Private Bag X2059, Bloemfontein, Free State, 9318.

CLOSING DATE: 06 December 2019

POST 42/15: CLEANER II USAGES 1256 & 1258. REF NO: SA ARMY 54/19/12 (X2 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: ASB Potchefstroom
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES: Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.

ENQUIRIES: Capt N.P. Nhlapo Tel No: (018) 289 1093
CLOSING DATE: 06 December 2019

POST 42/16: GROUNDSMAN USAGES, 921, 927, 928, 929, 930, 935, 939 & 801 REF NO: SA ARMY 54/19/13 (X8 POSTS)

SALARY: R102 534 per annum (Level 2)
CENTRE: ASB Potchefstroom
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: Capt N.P. Nhlapo/Lt V.T. Mokne Tel No: (018) 289 1093
CLOSING DATE: 06 December 2019

POST 42/17: CLEANER II USAGES 2857, 2858, 2861, 2862, 3865, 2866, 2869, 2873, 2874, 2876, 2877, 2878, 2879, 880, 2881, 2882, 2884, 2888, 2890 & 2868 REF NO: SA ARMY 54/19/14 (X21 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: 10 AA Regiment Kimberly
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES: Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.

APPLICATIONS: Department of Defence, South African Army, 10 AA Regiment Private Bag X5056, Diskobolos, 8325.
ENQUIRIES: Lt E.S. Letlalo Tel (053) 830 3491
CLOSING DATE: 06 December 2019

POST 42/18: CLEANER II USAGE 497 REF NO: SA ARMY 54/19/15 (X1 POST)

SALARY: R102 534 per annum (Level 02)
CENTRE: ADA School Camden Ermelo
REQUIREMENTS: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).
DUTIES: Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.

APPLICATIONS: Department of Defence, South African Army, Defence Artillery School, Camden Military Base, Private Bag X9009, Ermelo, 2359.
ENQUIRIES: Lt T.D. Maswanganyi Tel No: (017) 801 3225/3203
CLOSING DATE: 06 December 2019
POST 42/19: GROUNDSMAN USAGE 492 REF NO: SA ARMY 54/19/16 (X1 POST)

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

**CENTRE**: ADA School Camden Ermelo

**REQUIREMENTS**: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).

**DUTIES**: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.

**ENQUIRIES**: Lt T.D. Maswanganyi Tel No: (017) 801 3225/3203

**APPLICATIONS**: Department of Defence, South African Army, Defence Artillery School, Camden Military Base, Private Bag X9009, Ermelo, 2359.

**CLOSING DATE**: 06 December 2019

POST 42/20: GROUNDSMAN USAGES 363 & 364 REF NO: SA ARMY 54/19/17 (X2 POSTS)

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

**CENTRE**: QH 46 Brigade Johannesburg

**REQUIREMENTS**: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).

**DUTIES**: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.

**ENQUIRIES**: S/Sgt C. Mathiva Tel No: (017) 801 3225/3203

**APPLICATIONS**: Department of Defence, South African Army, Defence 46 SA Brigade HQ, Private Bag X2, Kengray, 2100 or 222 Cumbaland Road, South Kensington, Kengray.

**CLOSING DATE**: 06 December 2019

POST 42/21: CLEANER II USAGE 795, 796, 797, 798 & 799 REF NO: SA ARMY 54/19/18 (X5 POSTS)

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

**CENTRE**: SA Army College Pretoria

**REQUIREMENTS**: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).

**DUTIES**: Ability to communicate effectively (verbal) in English. Must be physically healthy. Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweep, vacuum, clean windows dust, polish furniture and floors). Clean ablution facilities. Report and defects in the work place to immediate supervisor.

**ENQUIRIES**: Lt N. Nhlonipho Tel No: (012) 674 4068/WO1 D.R. Diutwileng Tel No: (012) 674 4010

**APPLICATIONS**: Department of Defence, South African Army, Defence SA Army College, Private Bag X1002, Thaba Tshwane, 0143 or Cnr Portgiter and Van Riebek Street, 0143.

**CLOSING DATE**: 06 December 2019

POST 42/22: GROUNDSMAN USAGES 5855 REF NO: SA ARMY 54/19/19 (X1 POST)

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

**CENTRE**: SA Army Combat Training Centre Northern Cape

**REQUIREMENTS**: A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).

**DUTIES**: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.

**APPLICATIONS**: Department of Defence, SA Army Combat Training Centre, Private Bag X3001, Postmanburg, 8420.

**ENQUIRIES**: Capt S.F. Mazibuko (053) 321 2184/Lt Col H.W. Kwenane (053) 321 2101

**CLOSING DATE**: 06 December 2019
ANNEXURE D

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE: 09 December 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 6 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

ERRATUM: Kindly note that the post of Assistant Director: Employer Service Coordinator with Ref No: HR4/4/10/123 for Provincial Office: Western Cape advertised on Public Service Vacancy Circular 41 dated 15 November 2019, the requirements have been amended as follows: Three (3) year tertiary qualification in Social Science (Psychology)/Public Administration/Business Administration. A valid driver’s license. Two (2) years supervisory experience. Two (2) years functional experience in Public Employment/Public Administration/Management Services. The rest of the advert remains the same. Enquiries: Ms Z Maimane Tel No: (021) 4418125. Sorry for inconvenience.

OTHER POSTS

POST 42/23: OFFICE ADMINISTRATOR: OPERATIONS MANAGEMENT AND CORPORATE SERVICES REF NO: HR 4/ 4/3/1/OA/ UIF (X3 POSTS)

SALARY: R257 508 per annum

CENTRE: Unemployment Insurance Fund: Pretoria


DUTIES: Provide Secretarial Services to the unit. Assist in Monitoring and maintenance of budget including the supply chain for the unit. Facilitate and coordinate all logistical requirements of the unit. Provide Management Information and records management services in the unit. Track and monitor projects and tasks within the unit.

ENQUIRIES: Ms KJ Kumbi Tel No: (012) 337 1614/ Adv. Yawa Tel No: (012) 337 1984 /Ms S Naicker (012) 337 1983

APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

POST 42/24: CLAIMS PROCESSOR REF NO: HR4/4/8/05 (X2 POSTS)

SALARY: R208 584.00 per annum

CENTRE: Labour Centre: Kimberley

REQUIREMENTS: Grade 12 certificate/three year tertiary qualification degree/diploma in Public Management/Administration/Social Science/OHS/Finance/HRM is required plus one to two years' experience on compensation and medical claims processing. Knowledge: COIDA Act, Regulations and Policies, Constitution Act, Public Service Act, Occupational Health & Safety Act, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency, Business Writing, Required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills and etiquette.


ENQUIRIES: Mr R Geswint Tel No: (053) 8381580

APPLICATIONS: Acting Chief Director: Provincial Operations, Private Bag X 5012, Kimberley, 8301

FOR ATTENTION: Human Resources Operations, Provincial Office Kimberley.
APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
CLOSING DATE: 09 December 2019
FOR ATTENTION: Human Resource Management
NOTE: Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver’s License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

OTHER POSTS

POST 42/25: DEPUTY DIRECTOR: TRAVEL AND FLEET SERVICES REF NO: COO25/2019
SALARY: R733 257 per annum (all inclusive remuneration package)
CENTRE: Cape Town
REQUIREMENTS: A recognized three year Degree/National Diploma in Public Management/Administration or equivalent relevant qualification plus 3 years' experience in administration/transport/travel management. Knowledge in Administrative procedures, financial management, project management, contract management. Skills Good communication skills (written and verbal), leadership and management skills, decision making skills. Ability to work independently and in a team; to work under extreme pressure and to work long hours voluntarily.
DUTIES: Plan, advise, manage and report on travel and associated services. Oversee the receiving of applications for travel, recording of details and issuing of orders to the travel agent. Ensure coordination of government motor transport. Ensure that Government Motor Transport (GMT) is available including assessing applications and make recommendations. Coordinate departmental and subsidised vehicles ensuring that departmental and subsidized vehicles are available including assessing applications and make recommendation. Manage the implementation of the parking policy. Ensure that the requirements of the parking policy is distributed to all officials. Provide administrative support, report on activities including monthly statistics of services required and rendered by services providers including any discrepancies and unauthorized expenditure; Provide training to clients and subordinate staff; Liaise with service providers.
ENQUIRIES: Ms N Dumezweni Tel: (021) 814 8036

POST 42/26: ADMIN OFFICER: FLEET SERVICES REF NO: COO26/2019
SALARY: R257 508 per annum (Total package of R 388 321 per annum/conditions apply)
CENTRE: Cape Town
REQUIREMENTS: An appropriate three year National Diploma in Public Management or equivalent qualification or equivalent related qualification plus a minimum experience of 2 years relevant field. Knowledge and understanding Administrative procedures, Financial Management. Public Service and departmental procedures, contract and project management. Skills: Leadership, coordination skills, organizing and planning, communication (written and verbal), report writing, Innovative and proactive, willingness to work long hours.
Coordinate the submission of Loss Control Reports rental vehicles. Coordinate fleet management workshops. Conduct inspection on subsidized and pool vehicles. Provide assistance with payment of travel invoices. Reconcile invoices against booking commitments. Respond on reports with any discrepancies.

ENQUIRIES
Ms N Dumezweni Tel No: (021) 814 8036

POST 42/27
SENIOR SECURITY OFFICER REF NO: COO27/2019

SALARY
R208 584 per annum (Total package of R328 960 per annum/conditions apply)

CENTRE
Cape Town

REQUIREMENTS
A Senior Certificate. Extensive experience in security in terms of applicable legislation. A grade "C" PSIRA qualification is required. A grade "B" and "A" PSIRA qualification will be an added advantage. Computer Literacy. Ability to function independently and work in a team. Skills: Good Communication and interpersonal skills. Must be able to understand and execute regulations and policies. Self-discipline and willingness to work 12 hour shifts (Day/Night) due to the nature of the job. Driver’s license will also serve as an added advantage.

DUTIES
The successful candidate will: Perform access control functions for the Department; Perform control room duties. Ensure safety of staff and visitors in the building and premises; Perform receptionist services ensure that no equipment’s and assets of the Department leave the building/premises unauthorized and that all incidents are recorded in the occurrence book. Perform control room and patrol duties.

ENQUIRIES
Ms N Dumezweni Tel No: (021) 814 8036

POST 42/28
AUXILIARY CLERK REF NO: COO28/2019 (X2 POSTS)

SALARY
R145 281 per annum (Total package of R252 152 per annum/conditions apply)

CENTRE
Cape Town

REQUIREMENTS
Applicants must be in a possession of a Grade 10 or ABET; Knowledge of using the vacuum cleaner; Understanding one of the official languages; Ability to work individually and in a team; Good interpersonal relations; Sense of responsibility and loyalty; Ability to work under pressure. Skills: Sound organising, planning and communication skills.

DUTIES
Provide cleaning services to the department i.e. cleaning of offices, order and control cleaning materials, vacuuming, cleaning of dust bins, wiping and dusting furniture; Cleaning of toilets, empty the dust bin and clean them, wash and disinfect toilet bowls, urinals and wash basins; Replace toilet paper. Clean mirrors, tiles door, wall and floor; Cleaning Public areas, passages, foyers and reception areas, clean glass doors, clean entrance halls; Cleaning boardrooms/training rooms; Dust and polish furniture; Remove chairs and other moveable furniture.

ENQUIRIES
Ms N Dumezweni Tel No: (021) 814 8036

POST 42/29
DRIVER/ MESSENGER REF NO: COO29/2019

SALARY
R145 281 per annum (Total package of R252 152 per annum/conditions apply)

CENTRE
Cape Town

REQUIREMENTS
Grade 10 Certificate; An appropriate experience; Good communication skills (written and verbal) Ability to record large variety of documents; Computer literate; Minimum of C1 Driver’s license and the ability to drive. Skills Good interpersonal skills; Ability to work under pressure and beyond normal hours.

DUTIES
Render messenger services to the Department; Delivery of files; Distribution of circulars; Dispatch mail and documents within and outside the Department; Collection of EIA application and waste licensing ; Distribution of employment application forms.

ENQUIRIES
Ms N Dumezweni Tel No: (021) 814 8036
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 06 December 2019

NOTE: Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. “The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

POST 42/30: REGIONAL COMMUNICATION COORDINATOR: MANGAUNG METRO

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Communication or equivalent related qualification as recognised by SAQA. Three (3) years communication experience, of which one (1) year should be on salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Mangaung Metro and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

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

ENQUIRIES: Ms M Dirane Tel No: (051) 448 4504
NOTE: Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 42/31: SENIOR REPORTER REF NO: 3/1/5-19/102
Directorate: News Service
SALARY: R376 596 per annum (Level 09)
CENTER: Pretoria
REQUIREMENTS: Applicants should be in possession of a National Diploma (NQF Level 6) or Degree (NQF Level 7) in Journalism/Communication equivalent as recognised by SAQA, with at least three (3) years journalistic experience in the print or electronic mediums, of which one (1) year should be at salary level seven or eight. Applicants should have an excellent knowledge of government policies and programmes, government’s approach to communication and a sound understanding of current affairs. The applicant must be a professional news hound with excellent writing skills and the ability to write for online and print (magazine and newspaper) and other multi-media platforms. The candidate should have excellent interviewing skills; the confidence required to interview high-profile government officials; the ability to process complex information; the ability to analyse the communication environment in government and the ability to generate own story ideas in a creative manner. The candidate must possess an excellent knowledge of social media as it relates to government. Good teamwork skills, interpersonal skills with the humility to accept instruction, coaching and mentoring from editors. The successful incumbent must be able to work under pressure without constant supervision; meet deadlines; be willing to work overtime, especially on weekends and public holidays, and travel as and when required, sometimes at short notice. A valid driver’s license is essential.

DUTIES: The successful candidate will be required to initiate and develop story ideas around beats. He/She will be required to: attend government news briefings and events across the country; research and write government news articles, feature articles, analysis pieces for the print and electronic mediums; file content across various platforms; post on social media platforms in the form of live tweets, videos and photographs; maintain good contact with government communicators.

ENQUIRIES: Ms R Moodley Tel No: (012) 473 0263
NOTE: Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 42/32: ASSISTANT DIRECTOR EDITOR: SAYB EDITOR REF NO: 3/1/5-19/103
(12 Months Contract)
Directorate: Content Development
SALARY: R376 596 per annum (Level 09) plus 37% of the annual notch
CENTER: Pretoria
REQUIREMENTS: Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Communication/Journalism/Public Relations or English, with at least three (3) years of proven experience as a writer, editor and proof-reader; of which one (1) year should be on salary level seven or eight. Excellent verbal and written communication skills in English. Competency: Editing and proofreading; research and good interpersonal and intercultural skills. Ability to work under pressure and meet tight deadlines; Computer literacy is a requisite, especially on an Apple Mac; Willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines.
DUTIES:
The successful candidate will be required to update, edit and proofread content for the South Africa Yearbook and Official Guide to South Africa; edit and proofread content for a variety of information products such as annual reports, publications, newsletters, leaflets, posters, advertisements; exhibitions, etc; liaise with contributors/departments; provide administrative support.

ENQUIRIES:
Mr Elias Tibane Tel No: (012) 473 0069

NOTE:
Interviewees will be expected to perform a practical editing and proofreading test.

POST 42/33:
PRINCIPAL COMMUNICATION OFFICER: LANGUAGE SERVICES TSHIVENDA
REF NO: 3/1/5-19/104
(12 Months Contract)
Directorate: Content Development

SALARY:
R316 761 per annum (Level 08) plus 37% of the annual notch

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Translation/Language Practice, with at least two (2) years of proven track record and experience as a translator/language practitioner; Must have fine writing skills and be fluent in Tshivenda. Competency: Outstanding translation, quality control and proofreading skills; Computer literacy. Ability to work under pressure and meet deadlines a team player with good interpersonal and intercultural skills.

DUTIES:
Translate content for information products such as Vuk’uzenzele newspaper, reports, newsletters, media statements, leaflets and posters, etc; Edit and quality control translated material; Develop and harvest government-specific terminology; Liaise with service-providers and stakeholders.

ENQUIRIES:
Mr Elias Tibane Tel No: (012) 473 0069

NOTE:
Interviewees will be expected to perform a practical translation test.

POST 42/34:
PRINCIPAL COMMUNICATION OFFICER: LANGUAGE SERVICES XITSONGA
REF NO: 3/1/5-19/105
(12 Months Contract)
Directorate: Content Development

SALARY:
R316 761 per annum (Level 08) plus 37% of the annual notch

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Translation/Language Practice, with at least two (2) years of proven track record and experience as a translator/language practitioner; Must have fine writing skills and be fluent in Xitsonga. Competency: Outstanding translation, quality control and proofreading skills; Computer literacy. Ability to work under pressure and meet deadlines a team player with good interpersonal and intercultural skills.

DUTIES:
Translate content for information products such as Vuk’uzenzele newspaper, reports, newsletters, media statements, leaflets and posters, etc; Edit and quality control translated material; Develop and harvest government-specific terminology; Liaise with service-providers and stakeholders.

ENQUIRIES:
Mr Elias Tibane Tel No: (012) 473 0069

NOTE:
Interviewees will be expected to perform a practical translation test.
ANNEXURE G

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE

NOTE: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: All copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidate of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.


MANAGEMENT ECHELON

POST 42/35: SENIOR MANAGER BUSINESS SUPPORT SERVICES REF NO: SNR-MNG/BSS/2019/11-1P
Business Support Services (ICT)

SALARY: R1 057 326 per annum (Level 13) (all-inclusive package)
CENTRE: Head Office Pretoria
REQUIREMENTS: A recognized B Degree (BSc Computer Science or BCom Information Systems) (NQF 7) or an appropriate three (3) year tertiary qualification (NQF 7) in similar profession as recognized by SAQA. A minimum of eight (8) years ICT Service Management experience which include extensive experience in outsource environments and management of application development life cycle, of which five years should be at a middle / senior managerial level. Candidates with an ITIL Foundation, Practitioner- and Intermediate modules will receive preference. Experience in Financial Services,

The successful candidate will be responsible for the following tasks, which inter alia include but are not limited to: Manage the implementation of the Systems Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Overseeing of operations of the business unit: Assess the provision of Systems Management advice to line managers to ensure that line managers are fully equipped to deal with Systems Management strategy related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Systems Management policies and procedures. Monitor compliance with relevant legislation throughout all Systems Management functions. Manage planning of resource requirements for the organization to ensure sufficient resources are in place to meet service delivery demands. Analyse service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Proactively ensure the identification and mitigation of risks. Establish and manage agreed budgets in consultation with the Chief Information Officer, ensure that costs are contained. Manage, coordinate and oversee the daily operational activities of the sub unit to ensure that it functions effectively and efficiently. Proactively mitigate employee relations risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Manage and monitor the implementation of system risks: Collaborate with relevant internal and external stakeholders to identify, monitor and manage System risks proactively. Develop and manage the implementation of appropriate mitigation strategies, achieving stipulated objectives. Manage systems in line with the ICT service portfolio and business requirements to ensure optimal system performance. Monitor that GPAA is appropriately insured against unforeseen events, losses and damages, to recover Systems losses where required. Conduct operational risk assessments for the Systems department, in line with the GPAA’s risk management framework, to develop and maintain adequate internal operations controls and standards. Monitor compliance to Systems policies and procedures to minimize problems experienced in the internal control environment. Check that all Systems Audit Report queries are addressed to eliminate or mitigate the associated risks. Implement project specific systems: Track new developments in the industry, to improve the effectiveness and efficiency of the Systems function in the GPAA. Formulate process and technological improvement solutions to enhance efficiencies. Coordinate identification and documentation of user and system requirements. Contribute to the design and construction of systems. Manage the configuration and deployment of system modules. Work in conjunction with relevant departments to implement changes, providing an integrated service. Manage the provision of system support and training to users. Coordinate system testing to support data integrity and successful implementation. Achieve integrity of new Systems with minimal disruption to GPAA’s operations. Manage all the resources in the Business Directorate: Ensure the development and management of staff within the Directorate. Implement and
maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

**ENQUIRIES**: Ms Felicia Mahlaba on Tel No: (012) 319 1455

**APPLICATIONS**: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, or email to Felicia.Mahlaba@gpaa.gov.za ensuring to adhere to the requirements stipulated under requirements of applications.

**FOR ATTENTION NOTE**: One permanent position of Senior Manager: Business Support Services is currently available at the Government Pensions Administration Agency. The main purpose of this position is to effectively manage the systems management service.

**OTHER POST**

**POST 42/36**

**MANAGER: CONTRACT MANAGEMENT REF NO: MNG/CONTR/2019/11-P**

**Salary**

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

**Centre**

Head Office Pretoria

**Requirements**


**Duties**

The successful incumbent will support the Business Units to manage externally provided services, through developing, reviewing and implementing a contract administration service within GPAA, which includes the following but not limited to: Render Contract Management Services in the Organization: Provide Administrative Support to Business Units on all organisational contracts and ensure that contracts obligations are met. Support and advice client officers on contract related matters, communicate with end users and service providers to ensure efficient service delivery. Collate and keep record of all related contract management matters. Assist legal unit with contract forms and coordinate contract signing with service providers. Assist legal unit with drafting service level agreements. Monitor contractual projects and ensure that progress reports on performance are submitted on time and internal that controls, policy and procedures are effective and everyone complies with all legislative framework. Monitor and update contracts records including keeping track of expenditure on contracts. Coordinate and provide information, statistics and reports to management. Monitor contracts progress and performance to ensure goods and services conform to the contract requirement. Identify and establish a time-frame for handling non-compliance. Review, and submit monthly management reports and reconciliations. Develop and manage the operational plan of the unit. Develop, implement and maintain procurement policies and frameworks: Provide support with regards to the development of supply chain management policies and strategies. Ensure that policies are in line with the organisation’s strategic objectives, Treasury Regulations and the Government BBBEE frameworks. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management business unit. Design, implement and maintain effective contract administration systems to ensure compliance to policy and procedures on a continuous basis. Communicate changes to policy, procedures and work processes to staff in the business unit and train/coach staff in applying these, where required. Review standards and specific Terms & Conditions with suppliers: Assist End Users with timeous development of specification reference for the sourcing of quotations and bids. Coordinate the sourcing and
purchasing of goods and services in the Department. Administer contracts with service providers and ensure compliance with the Financial Management Act. Manage and develop staff. Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES: Ms Felicia Mahlaba on Tel No: (012) 319 1455
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria.
FOR ATTENTION: Ms Felicia Mahlaba at Recruitment
NOTE: One permanent position for a Manager: Contract Management is currently available at the Government Pensions Administration Agency: Supply Chain Management.
**GOVERNMENT PRINTING WORKS**

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

**APPLICATIONS**

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

**FOR ATTENTION**

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

**CLOSING DATE**

06 December 2019, 12 Noon

**NOTE**

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

**OTHER POSTS**

**POST 42/37**

SPECIALIST SYSTEMS ADMINISTRATOR: UNIFIED COMMUNICATIONS (1ST LEVEL SUPPORT) REF NO: REF NO: GPW19/49

Re-Advertisement

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

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

**DUTIES**

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

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

POST 42/38 : SENIOR ADMINISTRATIVE OFFICER (STRATEGIC SUPPORT) REF NO: GPW19/50
Re-Advertisement

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS: Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) qualification in Risk Management/Internal Audit/Public Administration/Business Administration, 2-3 years functional experience in administrative support/risk management/internal audit, Problem solving skills, Good computer literacy in MS Office software (Word, Excel and Outlook), Knowledge: Public Sector Risk Management Framework, COSO Framework, Knowledge of Business Continuity Management, King report on Corporate Governance, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Public Service Act Skills: Communication (written, verbal and presentation), Interpersonal, Computer Literacy, Time Management, Analytical, Planning and organizing, A valid code 08 driver's license.

DUTIES: The successful candidate will perform the following duties: Provisioning of support to Risk and Compliance Specialist in terms of conducting risk assessments, drafting risk mitigation strategies, monitoring and reporting progress on implementation of risk mitigation plans, coordination of risk management training/awareness workshops, providing secretariat support to the risk management committee and Operational Risk Management Committee (ORMC). Perform general administrative activities in support of the unit.

ENQUIRIES: Mr A Sibanyoni Tel No: (012) 748 – 6183
APPLICATIONS: Applications must be sent in time to the correct address as indicated at the bottom of each post, on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

CLOSING DATE: 06 December 2019

NOTE: Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with a copy of highest qualification relevant to the post, Certified copies of ID Document and Driver’s Licence where relevant. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. All shortlisted candidates for posts on Salary Level 9 and above will be subjected to a technical assessment that intends to test relevant technical elements of the job all identified candidates on Salary Level 11 and above will further undergo a competency assessment, which applies transversally across the Public Service. All recommended candidates, irrespective of the salary level, will be subject to Employment Suitability Checks (Credit, Criminal, Citizenship, Employment and Reference and Qualification Checks). Candidates who meet the requirements and reside within close proximity of the office where the post is based, will receive preference. Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

POST 42/39: DIRECTOR-GENERAL: DEPARTMENT OF HOME AFFAIRS REF NO: HRMC 59/19/1
(5 year fixed contract)
Re-advertisement (Candidates who applied for the above-mentioned post need not re-apply as their candidature will be considered)

SALARY: R1 978 533 - R2 228 820 per annum (Level 16), (All-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Head Office, Pretoria

REQUIREMENTS: An undergraduate qualification at (NQF level 7) and a postgraduate qualification of (NQF Level 8) as recognised by SAQA. 8-10 years’ experience at a senior managerial level (5 years must be as a member of the SMS in the Public Service). Extensive management experience, exceptional ability to innovate thought, vision, drive and strong leadership abilities. Knowledge of the Constitution of South Africa, Public Service Regulatory Framework, Public Finance Management Act and National Treasury. Knowledge of all relevant Departmental Human Resource Frameworks. Understanding of broad-based economic empowerment principles. Knowledge of the principles and techniques of Corporate Governance. Good understanding of Government programme of action and priorities. Proven track record of leading Change Management initiatives. Strategic capabilities and leadership. Service delivery innovation, client orientation and customer focus. People management and development. Programme and project management. Communication. Knowledge and information management. Decision making and initiation action. Presentation, negotiation and business report writing skills. Problem solving and analysis. Diplomacy, coaching and facilitating and technical skills. On call, extensive traveling and extended working hours are required. Weekend working hours may be required.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Serve as the Accounting Officer of the Department in line with the PFMA and the established strategic direction of the Department to ensure alignment of business plans with the Annual Performance Plans (APP) of the Department. Provide strategic leadership and high level direction in the effective and efficient management and
administration of the Department. Manage and ensure policy analysis, development and implementation. Provide advisory support to the Executive Authority (Minister). Promote inter and intra government relations and participate and represent the Department in various forums. Development and implementation of policy, departmental strategy, procedure, Directives, Acts, Regulations and Legislations. Management of resources (physical, human and financial).

ENQUIRIES: Ms C Mocke Tel No: (012) 406 4153/082 301 8580
APPLICATIONS: Quoting the relevant reference number, direct your Application for Employment Form (Z.83), a comprehensive CV, together with a certified copy of highest qualification relevant to the post, Certified copies of ID Document and Driver’s Licence, by closing date to: e-mail: DGrecruitment@dha.gov.za
The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 06 December 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable] Faxed applications will not be accepted. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan.

MANAGEMENT ECHELON

POST 42/40 : DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: Q9/2019/44
SALARY : R1 057 326 per annum (Level 13)
CENTRE : Pretoria (National Office)
DUTIES : Provide IT related business solutions to the Department. Manage and coordinate the acquisition and maintenance of business applications. Develop an enterprise system architecture for the Department. Provide strategic direction, leadership and management with regard to the budget and financial management functions. Develop, manage and execute the key strategic objectives and strategic plan of the Directorate. Manage the performance of the directorate to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Provide information communication security. Provide advice on the improvement required on the infrastructure hardware for the Department to provide service delivery. Analyse systems or ICT improvements requested by service providers.
ENQUIRIES : Ms D Kumalo Tel No: (012) 399 0038
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941, Pretoria, 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria, 0001.
FOR ATTENTION : Ms P Merek at Tel No: (012) 399 0189
POST 42/41 : INVESTIGATOR REF NO: Q9/2019/45

SALARY : R257 508 per annum (Level 07) (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)

CENTRE : Western Cape (Bellville)

REQUIREMENTS : A Grade 12 certificate or relevant diploma/degree in Law or Policing. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration, A valid Code 08 driver’s license and the ability to drive a motor vehicle in that class, Computer literacy. The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.

DUTIES : Receive, register a process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin or victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, and etcetera, compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation, Update electronically the status of each case on the database.

ENQUIRIES : Mr GJ Trussell Tel No: (021) 941 4800

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

FOR ATTENTION : Ms N Matintela Tel No: (021) 941 4800 0189

POST 42/42 : NETWORK CONTROLLER REF NO: Q9/2019/46 (X2 POSTS)

SALARY : R208 584 per annum (Level 06)

CENTRE : Pretoria (National Office)


ENQUIRIES : Ms D Kumalo Tel No: (012) 399 0038

APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941, Pretoria, 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria, 0001.

FOR ATTENTION : Ms P Mereko at Tel No: (012) 399 0189
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

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

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

CLOSING DATE
13 December 2019

NOTE
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that do not comply with the above-mentioned requirements, as well as late applications, will not be considered. The Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result to the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. The appointment will be made according to Public Service Act of 1994. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment of ICCV will be made according to section 92 of the Correctional Services Act 111 of 1998. Preference will be given to individuals living near the respective centre. Young people (between 25 and 35 years old) who meet the criteria and are currently unemployed are encouraged to apply. Orientation training for ICCVs will be provided to successful candidate. A letter of a community organisation nominating the candidate (ICCV) for the position must be attached to the CV.

OTHER POSTS

POST 42/43
DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT
REF NO: JI 192/2019

Directorate: Support Services

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

CENTRE
Pretoria

REQUIREMENTS
Applicants must be in possession of a Grade 12/Senior Certificate, 3 year tertiary qualification in Human Resource Management/ Public Administration NQF 6 as recognised by SAQA or relevant qualification. 3-5 years managerial experience, in human resources and development. Planning, organizing and control skills. Analytical skills negotiation skills, communication skills (verbal and written).Time management skills, diversity management skills and conflict management skills are essential. Knowledge of relevant legislations and prescripts. Knowledge of the functioning of Persal. A Valid driver’s license is essential. Must be willing to relocate.

DUTIES
The successful candidate will be responsible for, amongst others, to manage human resources and development of employees. Formulation and implementation of HR policies and procedures monitor the implementation of policies and procedures. Assist in the development of policies and procedures. Plan, organise and control activities pertaining to the component. Report on strategic framework/plans in the area of functional responsibility. Monitor and ensure effective and efficient coordination of activities. Develop operational standards and ensure the attainability and sustainability of the same. Compile monthly, quarterly and annual reports. Manage performance of human resources, ensure filling of vacant posts. Manage terminations of services, coordinate performance management systems and assist with management of human resource planning. Monitor the implementation of HRD policies. Ensure that employees have access of Information Technology services. Management of training national, provide and give guidance on training requirements. Ensure that training
interventions are aligned to Legislation in Training and Development. Ensure that training interventions are delivered according to the business plans of the Judicial Inspectorate. Monitor and report on the utilisation of equipment's (assets). Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage budget of the sub directorate.

ENQUIRIES: Mr E Brewis Tel No: (012) 321 0303
NOTE: Preference will be given to women and people with disabilities.

POST 42/44: PROVISIONING ADMIN CLERK – PROCUREMENT & LOGISTICS REF NO: JI 193/2019

SALARY: R173 703 per annum (Level 05)
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant working experience in supply chain management environment. Computer literate (MS Word, Excel, PowerPoint, Outlook). Numeric skills. Knowledge of Logis system. Team player and strong organizational skills. Ability to work independently. Knowledge of SYSCON will be an added advantage.
DUTIES: The incumbent will be responsible to assist with procurement of goods and services and liaise with suppliers. Provide logistical support. Administer inventory, allocation of assets in line with policies and guidelines. Perform physical asset verification, bar-coding, updating asset register. Maintain proper records and communication and reporting, handling of asset disposals. Provide administrative support.
ENQUIRIES: Mr. ES Chiliza Tel No: (012) 321 0303

POST 42/45: ADMINISTRATION CLERK: COMPLAINTS REF NO: JI 194/2019
(12 months contract appointment)

SALARY: R173 703 per annum (Level 05) plus 37% in lieu of benefits.
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior certificate or equivalent qualification. 1-3 year’s relevant working experience. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human Rights and Correctional Background would be advantageous. Driver’s license would be an added advantage.
DUTIES: The successful candidate will be responsible for maintaining a database on all complaints received and captured. Transmit an updated record of all urgent complaints received by DMR. Transmit an updated record of all general complaints to DMR. Provide a statistical analysis on all complaints received and dealt with. Handle queries on complaints.
ENQUIRIES: Ms Wesson Tel No: (021) 421 1012

POST 42/46: INDEPENDENT CORRECTIONAL CENTRE VISITORS (ICCV) REF NO: JI 195/2019
(12 months contract appointment)

SALARY: R65 139 per annum (3/8th) (Level 05) plus 37% in lieu of benefits.
CENTRE: Western Cape Management Region: Mosselbay Youth
REQUIREMENTS: Grade 12 and computer literacy knowledge. A recommendation of nomination by a community organization. A driver’s license will be an added advantage. Attributes: Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights Own transport will be an added advantage.
DUTIES: The successful candidate will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.
ENQUIRIES: Mrs S Wesson/Mr J Mepomie Tel No: (021) 421 1012
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: 09 December 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 42/47: COURT MANAGER REF NO: 44/19/LMP

SALARY: R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office Namakgale

REQUIREMENTS: Three (3) year qualification in Administration (NQF level 6) and/or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver’s licence; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES: Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court; 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 management. Manage service level agreements.

ENQUIRIES: Ms MP Mongalo Tel No: (015) 287 2037 or Ms MR Phalane 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 42/48: ASSISTANT STATE ATTORNEY, CONVEYANCING REF NO: 19/157/SA

SALARY: R301 452 – R847 047 per annum (LP3-LP4): (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Cape Town

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admission as a conveyancer and notary will be an added advantage; A valid driver’s licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strong communication skills with the ability to
motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

**DUTIES:** Key Performance Areas: Draft, prepare and register conveyancing and notarial documents; Furnish legal advice/opinion; Give effect to the Department's Strategic Plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistics required. Perform functions normally performed by a conveyancer and notary.

**ENQUIRIES:**

Mr. E. Seerane
Tel No: (012) 315 1780

**APPLICATIONS:**

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

**NOTE:**

People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
ANNEXURE M

NATIONAL PROSECUTING AUTHORITY

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

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

CLOSING DATE: 09 December 2019

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

OTHER POSTS

POST 42/49: SENIOR STATE ADVOCATE REF NO: RECRUIT 2019/420
Legal Affairs Division

SALARY: R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)

CENTRE: Head Office-Pretoria

REQUIREMENTS: A recognized four-year legal qualification. At least eight years’ post qualification legal experience in civil and criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in advocacy and legal drafting. Good knowledge of civil and criminal procedure. Good interpersonal, analytical, presentation and communication skills. The ability to decide independently on course of action in a matter.

DUTIES: Manage and monitor civil litigation and defend civil claims on behalf of the State. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys with recommendations in respect of civil matters. Draft correspondences, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and witnesses. Deal with civil applications. Evaluate service level agreements and give legal advice. Improve functional relationship with stakeholders. Constant follow up with relevant stakeholders.

ENQUIRIES: Kgomotso Thamage Tel No: (012) 845 6918
APPLICATIONS: E-mail Recruit2019420@npa.gov.za or Fax: 012 843 1900

POST 42/50: PROJECT MANAGER REF NO: RECRUIT 2019/421 (X3 POSTS)
Three year contract
Investigating Directorate

SALARY: R733 257 per annum (Level 11) (Total Cost Package)

CENTRE: Pretoria: Head Office

REQUIREMENTS: An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Business Administration or Public
Administration. At least three years’ experience in Project Management co-ordination and administration. Basic knowledge of legislation pertaining to public service and administration specifically PFMS; Public Service Act; Public Service Regulations, 2016; and the South African Archives Act. Good planning and organising skills, written and verbal communication skills. Problem solving skills and knowledge of project administration. General computer literacy skills and knowledge in programs such as MS word, Excel, PowerPoint, Share-Point etc. Strong interpersonal skills. General management skills, people management and empowerment. Strategic capability and leadership. Problem solving and decision making.

**DUTIES**

Ensure the implementation and maintenance of the Investigating Directorate projects within the NPA. Develop project scope, plans, deliverables and budget; identifying resources needed within projects. Develop the project methodology and ensure that the timelines are adhered to. Develop schedules and methods for measuring results. Guide and perform strategic analysis for the project to ensure on-time completion. Identify project risks and mitigation plans. Ensure tasks are executed and deliverables are met. Prepare requests for proposals and conduct all necessary meetings to facilitate the selection of project services and products. Plan and oversee the preparation and dissemination of project reports. Liaise with NPA and other project stakeholders. Ensure that the administration of projects are up to date. Maintain accounting records and report the variance between budget and expenditure. Compile minutes, action logs and issue logos for the project meetings. Track and provide weekly project status reports and compile monthly reports. Maintain project files.

**ENQUIRIES**

Jacques du Toit Tel No: (012) 845 6263

**APPLICATIONS**

E-mail: Recruit2019421@npa.gov.za or Fax: 012 843 1901

**POST 42/51**

**ADMINISTRATIVE CLERK REF NO: RECRUIT 2019/422**

Legal Affairs Division (Civil Section)

**SALARY**

R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE**

Head Office: Pretoria

**REQUIREMENTS**

Grade twelve (12). Knowledge of Public Sector Legislation. Paralegal qualification will be an added advantage. Good written and verbal communication. Strong interpersonal and communication skills. Computer literacy and knowledge of MS Word; Excel; PowerPoint.

**DUTIES**

Provide administrative support to the civil section within the Legal Affairs Division. Manage and prioritise matters. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate meetings or other engagements as required by the unit head or delegated official. Manage information and ensure an easy reference filing system for the unit. Receive, distribute and dispatch court papers. Attend to enquiries with regards to civil matters and applications. Prepare correspondence, documents, reports, presentations, etc. as required and instructed by the legal staff. Any other duties as requested by the Director Administration.

**ENQUIRIES**

Sonnyboy Manzini Tel No: (012) 845-6170

**APPLICATIONS**

E-mail: Recruit2019422@npa.gov.za or Fax 012 843 1902

**POST 42/52**

**ADMINISTRATIVE CLERK REF NO: RECRUIT 2019/423**

Legal Affairs Division (Contingent Liabilities)

**SALARY**

R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE**

Head Office: Pretoria

**REQUIREMENTS**

Grade twelve (12). Knowledge of Public Sector Legislation. A Financial Management qualification will be an added advantage. Good written and verbal communication. Strong interpersonal and communication skills. General computer literacy and knowledge of MS Word; Excel; PowerPoint.

**DUTIES**

Provide administrative support to civil section within Legal Affairs Division. Manage and prioritise matters. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Assist with performing all accounting and financial operation functions for the civil litigation office. Capturing financial statistics and maintaining electronic registers. Perform any other finance related function as required by the supervisor from time to time. Ensure administration of financial management.

**ENQUIRIES**

Sonnyboy Manzini Tel No: (012) 845-6170

**APPLICATIONS**

E-mail: Recruit2019423@npa.gov.za or Fax 012 843 1903
The Department of Public Works 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 (within 3 months) copies of qualifications (matric certificate, qualifications), a valid Driver’s Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. If you have not heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance.

ERRATUM: Kindly note that the post of Senior Personnel Practitioner: Labour Relations, Durban Regional Office with Ref No: 2019/242 with closing date 29 November 2019 advertised in Public Service Vacancy Circular 41 of 2019 dated 15 November 2019 has been withdrawn and also note that the post of Supervisor: Cleaning Services: Facilities Management, Pretoria Regional Office with Ref No: 2019/279 with closing date 29 November 2019 advertised in Public Service Vacancy Circular 41 of 2019 dated 15 November 2019, was advertised with incorrect job title, the correct Job Title: Senior General Foreman: Cleaning Services. A valid driver’s license has been erroneously placed as a requirement. Driver’s license will not be required as a requirement of the position for Senior General Foreman: Cleaning Services.

MANAGEMENT ECHELON

POST 42/53 : DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2019/293

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

CENTRE : Johannesburg Regional Office

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in the Engineering fields, Construction Management, Architecture, Quantity Surveying or Town Planning or any built environment qualifications as recognized by SAQA. Relevant experiences in the built environment coupled with 5 years managerial experience at Middle/Senior Management level. Professional Registration in Project Management such as PMP or PRCPM will serve as an advantage. Skills: Management skills, advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Facilitation skills, Programme and project management skills. Conflict management, Sound analytical and problem identification and solving skills. Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA). Client relations, Financial management, Contract management, Programme and project management, Information management, Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Project execution in a Political Environment, Procurement processes and systems. A valid driver’s licence. Required to travel extensively.

DUTIES : Manage the prioritisation of projects of the Department. Provide inputs to Client Departments on conceptualisation of projects. Manage design, planning,
The incumbent is responsible for managing the Construction Projects Directorate within the Construction Project Management Branch.

**DUTIES**

The effective coordination of all activities aimed at providing suitable accommodation to SAPS&IPID and facilitate the improvement of services delivery. The incumbent is required to oversee the planning, execution, control and monitoring of all activities in the Construction Projects Program. The incumbent is required to ensure that the programme is conducted within the framework set out in the National Development Plan and the National Budget. The incumbent is also responsible for the effective and efficient service delivery project and programme management; monitor and implement measures for effective and efficient service delivery; interpret and implement legislation, policies, plans and programmes related to services delivery; develop intervention mechanisms for the project and programme's life cycle; ensure that all financial transactions comply with Treasury regulations.
Regulations; provide advice to the Chief Financial Officer and Accounting Officer on financial management related matters; report any breach or failure to comply with any financial and cooperate governance guidelines and frameworks. The provision of management support on departments contribution to government headed projects and programmes- oversee the promotion, establishment and implementation of best practice plans on immovable asset management; manage the promotion of property lifecycle planning culture; oversee the marketing and implementation of BEE policies and practices; manage the departments contribution on asset management to developing governments; manage the recruitment of interns, learners and facilitate skill exchange/transfer programmes; manage the promotion of skills development initiatives. The effective management of User Demand Management directorate- ensure that the directorate complies with the Medium Term Expenditure Framework; manage the effective and efficient implementation and maintenance of risk management processes on immovable property; undertake key account management of immovable properties entrusted with the directorate; maintain conducive professional relationships with stakeholders and clients; establish and maintain good working relations with all stakeholders and client departments; control and manage human, financial and physical assets attached to the directorate.

ENQUIRIES: Mr B Kgasoane, Tel No: (012) 406 2020
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: 06 December 2019 at 16h00

OTHER POSTS

POST 42/55: CHIEF ENGINEER GRADE A: MECHANICAL REF NO: 2019/295
SALARY: R1 042 827 - R1 978 146 per annum (all-inclusive (OSD) package)
CENTRE: Durban Regional Office
REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification with a minimum of 6 years' post qualification experience required as a Registered Professional Engineer. A valid driver’s license. Compulsory registration with ECSA as a Professional Engineer. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication skills problem solving and analysis skills. Decision making skills. Conflict management skills.
DUTIES: Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specification and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government’s commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES: Mr KB Mbhele Tel No: (031) 314 7000
APPLICATIONS: Durban Regional: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixel Kasem and Samora Machel Streets Durban.
FOR ATTENTION: Mr R Joseph

POST 42/56: CHIEF CONSTRUCTION PROJECT MANAGER GRADE A
(Senior Project Manager)
SALARY: R1 042 827 - R1 192 365 per annum (All-inclusive OSD Package)
CENTRE: Cape Town Regional Office Ref No: 2019/296 A (X8 Posts).
Port Elizabeth Regional Office Ref No: 2019/296 B (X1 Post)
**REQUIREMENTS**: A National Higher Diploma in the built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP or a B-Tech degree in the Built Environment with a minimum of 6 years' experience as a registered professional construction project manager with the SACPCMP. A valid driver’s license. Compulsory registration with the SACPCMP as a Professional Construction Manager upon appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication skills problem solving and analysis skills. Decision making skills. Conflict management skills.

**DUTIES**: Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government’s commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

**ENQUIRIES**: Ms T Kolele Tel No: (021) 402 2963 (Cape Town Regional Office) Mr JG Van Der Walt Tel No: (041) 408 2003 (Port Elizabeth Regional Office)

**APPLICATIONS**: Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Or Hand Deliver at Customs House Building, Lower Heerengracht Street Cape Town

**FOR ATTENTION**: Ms N Mtsulwana (Cape Town Regional) Ms F. Clark. (Port Elizabeth)

**POST 42/57**: CHIEF QUANTITY SURVEYOR - GRADE A

**SALARY CENTRE**: R854 154 - R976 635 per annum. (All-inclusive salary package) Johannesburg Regional Office Ref No: 2019/297A Cape Town Regional Office Ref No: 2019/297B

**REQUIREMENTS**: A Degree in Quantity Surveying qualification or relevant qualification and Compulsory registration with the SACQSP as a Professional Quantity Surveyor. A minimum of 6 years post qualification experience required, a valid driver’s licence. Clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field Knowledge of contract and building law to the extent applied in the profession, Quantity Surveying and planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.

**DUTIES**: Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant’s fee accounts. Audit progress claims and final accounts of building projects, Do estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations.

**ENQUIRIES**: Mr M Mudau Tel. No: (011) 713 6024 (Johannesburg) Ms T Kolele Tel No: (021) 402 2963 (Cape Town)

**APPLICATIONS**: Johannesburg Regional: 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.
Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION: Mr M Mudau (Johannesburg Regional)

Ms N Mtsulwana (Cape Town Regional)

POST 42/58: DEPUTY DIRECTOR: PROPERTY FINANCE REF NO: 2019/298

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

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in Commerce (Real Estate Finance or Property Economics), Willingness to travel, Be in possession of a valid driver’s license. Knowledge: Public Finance Management Act, Relevant experience in portfolio and property investment analysis, Sound experience in conducting property and project feasibility studies is required, A good understanding and competence in the context of the built environment with a working knowledge of property industry related: financial modelling and investment analysis methodologies and tools, Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices, Financial management and knowledge of the leasing environment, Developed knowledge and understanding of National Government’s responsibility to improve access to Government services and Objectives, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Computer literate, Time management, People management, Report-writing, Well-developed project management, Analytical, Planning, Interpersonal and communication skills, Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES: Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Conduct cost benefit and risk return assessments for the government’s new and existing property portfolio, Visit building sites to assess and develop reports, Interpretate, analyse and utilize property, indicators, benchmarks, property market trends, client accommodation needs and asset values in addition to using inputs from a multidisciplinary professional team to perform property investment analysis and life cycle costing, for new construction, refurbishment, replacement and leasing and disposal of immovable assets, Assess the financial and socio-economic benefits for all property investment/disinvestment option, Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management, Assess and make recommendations on investment opportunities that avail themselves to the department and their impact in terms of risk / reward for government and compliance with government rules and regulation, Provide input, guidance and interpretation of feasibility studies on various projects, Advise and recommend for investment/disinvestment of fixed assets, analyse and recommend innovative procurement or finance option available to government, Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Executive report writing.

ENQUIRIES: Mr V Bedesi Tel No: (012) 406-2047

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: 06 December 2019at 16h00

POST 42/59: CONSTRUCTION PROJECT MANAGER REF NO: 2019/299 (X2 POSTS)

SALARY: R718 059 – R766 278 per annum (OSD) (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: Cape Town Regional Office

REQUIREMENTS: A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment Field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years’ experience. Compulsory registration with the SACPCMP as a Professional Construction Manager. A valid driver’s license. Computer literacy. Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and
Planner with the South African Council for Planners (SACPLAN) is compulsory. Have the South African Council for Planners (SACPLAN). Registered as a Professional Civil Engineer with the SACPCMP as a Professional Construction Manager and/or registered with the relevant professional body in any of the Built Environment Disciplines. A valid driver’s licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the JBCC and GCC form of contract. Good planning, Financial and budget skills. Sound analytical and good written and verbal communication skills. Knowledge and understanding of the Government Procurement System. Good planning, Financial and budget skills. Sound analytical and good written and verbal communication skills. Knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES**

Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost quality and time control. Manage project cost estimates and control changes in line with allocated budgets, plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plant and that high quality projects are delivered with the time, cost and quality framework.

**ENQUIRIES**

Ms T Kolele Tel No: (021) 402 2963

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION**

Ms. E Booysen

**CLOSING DATE**

06 December 2019 at 16h00

**POST 42/60**

CONSTRUCTION PROJECT MANAGER REF NO: 2019/300 (X1 POST)

**SALARY**

R718 059 – R766 278 per annum (ODS) (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE**

Kimberly Regional Office

**REQUIREMENTS**

A National Higher Diploma/ BTech in the Built Environment field and a minimum of 4 years’ and six months experience in the built environment, Compulsory registration with the SACPCMP as a Professional Construction Manager and/or registration with the relevant professional body in any of the Built Environment Disciplines, A valid driver’s licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES**

Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost quality and time control. Manage project cost estimates and control changes in line with allocated budgets, plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plant and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES**

Mr T Van den Berg Tel No: (053) 838 5204

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

**FOR ATTENTION**

Ms D Mashapa

**CLOSING DATE**

06 December 2019 at 16h00

**POST 42/61**

PROFESSIONAL REGISTERED TOWN & REGIONAL PLANNER (PRODUCTION LEVEL) GRADE A REF NO: 2019/301

**SALARY**

R618 732 – R666 540 per annum (ODS) (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service).

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

A degree in Town and Regional Planning as recognised by SAQA and accredited by the South African Council for Planners (SACPLAN). Registered as a Professional Planner with the South African Council for Planners (SACPLAN) is compulsory. Have
a minimum of three (3) years post-professional registration experience as a Professional Planner. Be in possession of a valid driver’s license (Code 08). Knowledge: Sound and in depth knowledge of Town and Regional Planning, Good understanding of planning principles and best practice, Sound and in depth knowledge of Town and Regional Planning, Good understanding of planning principles and best practice, Experience in the facilitation of the appropriate legislative framework, Knowledge and understanding of National Government’s strategic visions and goals as well as Provincial and Local Government strategies and policies, Knowledge of the real estate industry and asset management is advantageous. Skills: Computer literate, Time management, People management, Report writing, Well-developed project management, Analytical, Planning, Interpersonal and communication skills, Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES: Provision of professional Town and Regional Planning advice and services, Translate user or client department needs and requirements into options or accommodation solutions, Review and evaluate existing and proposed developments, Identify and advise on the relevant stakeholders Identify and advise on environmental impact, traffic engineering, heritage impact, land use, site demarcation and site development plan issues, Mediate competing spatial interests, Maintain a link between long term strategic visions and plans and short term actions, Determine the cost efficiency and time implications of projects as it relates to town planning, Determine and recommend the highest and best use, Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation, Provide input, guidance and interpretation of feasibility studies on various projects, Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Executive report writing.

ENQUIRIES: Mr V Bedesi Tel No: (012) 406-2047
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 Muda
CLOSING DATE: 06 December 2019 at 16h00
POST 42/62: ASSISTANT DIRECTOR: PROPERTY FINANCIAL ANALYST REF NO: 2019/302 (X3 POSTS)

SALARY: R470 040 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: An appropriate B Degree in Commerce in Real Estate Finance or Property Economics, Willingness to travel, Be in possession of a valid driver’s license (Code 08). Knowledge: Public Finance Management Act, Relevant experience in portfolio and property investment analysis, Sound experience in conducting property and project feasibility studies is required, A good understanding and competence in the context of the built environment with a working knowledge of property industry related: financial modelling and investment analysis methodologies and tools, Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices, Financial management and knowledge of the leasing environment, Developed knowledge and understanding of National Government’s responsibility to improve access to Government services and Objectives, Legislative and legal aspects of built environment developments and informed decision-making Skills: Computer literate, Time management, People management, Report-writing, Well-developed project management, Analytical, Planning, Interpersonal and communication skills, Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES: Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation, Conduct cost benefit and risk return assessments for the government’s new and existing property portfolio, Visit building sites to assess and develop reports, Interpret, analyse and utilize property, indicators, benchmarks, property market trends, client accommodation needs and asset values in addition to using inputs from a multidisciplinary professional team to perform property A investment analysis and life cycle costing, for new construction, refurbishment, replacement and leasing and disposal of immovable assets Assess the financial and socio-economic benefits for all property investment/disinvestment option, Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum
portfolio management, Assess and make recommendations on investment opportunities that avail themselves to the department and their impact in terms of risk / reward for government and compliance with government rules and regulation, Provide input, guidance and interpretation of feasibility studies on various projects, Advise and recommend for investment/disinvestment of fixed assets, analyse and recommend innovative procurement or finance option available to government, Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Executive report writing.

ENQUIRIES: Mr V Bedesi Tel No: (012) 406-2047
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: 06 December 2019 at 16h00

POST 42/63: SENIOR STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2019/303 (X2 POSTS)

SALARY: R316 791 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary qualification in Financial Accounting, Management Accounting or Finance related qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

DUTIES: Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure for misallocations purpose. Compile draft interim and final appropriation statement. Compile monthly expenditure reports and liaise with branches on budget and expenditure management. Draft budget allocation letters to branches as per approved allocation. Verify BAS linking codes on Persal expenditure reports. Assist in coordinating inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and draft monthly In-Year Monitoring report. Supervise subordinates, allocate duties and perform quality control on tasks assigned to subordinates.

ENQUIRIES: 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: 06 December 2019 at 16h00

POST 42/64: ADMINISTRATION OFFICER: PROJECTS REF NO: 2019/304 (X1 POST)

SALARY: R257 508 per annum
CENTRE: Cape Town Regional Office
REQUIREMENTS: A three year tertiary qualification in Public Management/Administration or related qualifications. Computer literacy (MS Word, PowerPoint, and Excel & Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least 2 years relevant experience; i.e. in the built environment, Ability to work independently.

DUTIES: Assist with the vesting of estate property. Assist with the updating of the Property Management Information System (PMIS) and the maintenance of the departmental fixed asset register. Attend to land administration queries. Identify redundant state property for disposal. Supervise staff in their various areas of responsibility.

ENQUIRIES: Ms T. Kolele Tel No: (021) 402 2063
APPLICATIONS: The Regional Manager, Department of Public Works Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
FOR ATTENTION: Ms E Booysen
CLOSING DATE: 06 December 2019 at 16h00

POST 42/65: PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: 2019/305

SALARY: R257 508 Per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Secretarial, Office Management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks;
DUTIES: Provides a secretarial/receptionist support service to the manager; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquires; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitisises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services; Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; Supports the manager with the administration of the Manager’s budget; Collects and coordinates all the documents that relate to the manager’s budget.

ENQUIRIES: Ms T Khumalo Tel No: (012) 406 1546
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: 06 December 2019 at 16h00

POST 42/66: SECONDARY DRIVERS REF NO: 2019/306 (X3 POSTS)

REQUIREMENTS: Senior Certificate/Grade 12 certificate and relevant experience as a Secondary Driver/Messenger. A valid driver’s license. Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.

DUTIES: The successful candidate will be responsible for delivery of documents and packages, sorting of mail and distribution to relevant officials within the Department. Collect and deliver mail at Post Office. Collect, distribute circulars/correspondence/package from/to Post Office/functionaries and to other Departments. Distribute and collect files and documents. Collect/distribute mail to line functionaries. Collect /distribute mail to and from other departments and receive signatures from recipients. Make photocopies and assist at Reproduction Unit if necessary. Collect shredded waste paper and deliver to designated area when required. Ensure that Registry equipment's are maintained and used correctly. Prepare packages and arrange for collection by Courier Services/Post Office. Perform any other related tasks as per supervisor’s instructions including office duties.

ENQUIRIES: Ms Thembi Makama Tel No: (012) 406-1490
CLOSING DATE: 06 December 2019 at 16h00
**POST 42/67** : CLEANER: FACILITIES MANAGEMENT REF NO: 2019/307

**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** : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.  
**FOR ATTENTION** : Ms N Mzalisi  
**CLOSING DATE** : 06 December 2019 at 16h00
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: 06 December 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 CV’s (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 42/68: LAND AND PROPERTY VALUER REF NO: 3/2/1/2019/267
Office of the Valuer-General

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

CENTRE: Pretoria


DUTIES: Determine values on properties identified for land reform purposes in line with section 12(1) (a) of the PVA. Conduct inspections, measurements and survey of the properties. Current use value data collections, assembly and analysis thereof. Assembly of state acquisition benefits, analysis and quantification thereof. Market data collections, assembly and analysis thereof. Assembly of state investments and subsidies, analysis and quantification thereof. Calculate values conclusions. Compile valuation reports and submission thereof. Submit monthly performance reports on valuations performed
to the immediate supervisor. Determine market values on properties identified for acquisition or disposal purposes by a Department in line with section of the PVA. Conduct inspections, measurements and survey of the properties. Market data collections, assembly and analysis thereof. Calculate values and/or market value conclusions. Compile valuation reports and submission thereof. Submit monthly performance reports on valuations performed to the immediate supervisor. Perform quality assurance on valuation reports from external/private valuers in line with the PVA. Assess and interrogate reports from external/private valuers in line with the PVA and the Regulations. Compile recommendations and prepare reviewed reports from the external/private Valuers regarding estimated values in line with the PVA and the Regulations. Submit monthly performance reports on valuations performed to the immediate supervisor. Perform quality assurance on valuations conducted by internal valuers in line with the PVA. Assess and interrogate reports from Internal Valuers in line with the PVA and the Regulations. Compile recommendations and prepare reviewed reports from the internal Valuers regarding estimated values in line with the PVA and the Regulations. Submit monthly performance reports on valuations performed to the immediate supervisor.

**ENQUIRIES**
Ms R Noge Tel No: (012) 338 7238

**APPLICATIONS**
Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street, For attention HRM.

**NOTE**
All Race and Gender groups and people with disabilities are encouraged to apply. 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.
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 Meintjes Street, Sunnyside, Pretoria.

CLOSING DATE: 06 December 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.

OTHER POST

POST 42/69: ACCOUNTING CLERK REF NO: FIN/22-23/19 (X2 POSTS)

SALARY: R173 703 per annum

CENTRE: Pretoria

REQUIREMENTS: A Grade 12 certificate or equivalent and 1-year relevant working experience in Financial Accounting. An added advantage will be given to applicants who possess a relevant qualification in Finance as recognised by SAQA on NQF level 6.

DUTIES: Render Financial Accounting transactions including receiving and recording of invoices, check invoices for correctness and process (e.g. capture on relevant system), and collection of cash. Perform Salary Administration support services including receiving salary advices and process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions, etc.). Perform Bookkeeping support services including capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals. File all documents.

ENQUIRIES: advertised posts should be directed the recruitment office Tel No: (012) 394-41440/45286/43097.
It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS: The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street

FOR ATTENTION: Ms A Schoombee

CLOSING DATE: 06 December 2019

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 42/70: MANAGER: SOCIAL WORK POLICY GRADE 1
Chief Directorate: Governance and Compliance: Rights of Children

SALARY: R794 889 per annum (Total cost-to-employer package). This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE: HSRC Building, Pretoria


DUTIES: Assist in the development and review of the children’s rights monitoring and evaluation strategy. Implement the children’s rights monitoring and evaluation strategy. Assist with coordination of periodic reports to the United Nations Committee on the Rights of
the Child (UNCRC) and the Committee of Experts for the African Charter on the Rights and Welfare of the child (ACRWC). Keep up to date with new developments in the social work and management fields. Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES**

Dr R September Tel No: (012) 312-7163
ANNEXURE R

DEPARTMENT OF TRADE AND INDUSTRY

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

CLOSING DATE: 06 December 2019

NOTE: 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).

ERRATUM: Kindly note that the post of Chief Director: Textiles, Clothing, Leather & Footwear advertised in Public Service Vacancy Circular 38 dated 25 October 2019, the closing date has been extended to 25 November 2019. Candidates who have previously applied need not to re-apply.

MANAGEMENT ECHELON

POST 42/71: CHIEF DIRECTOR: STRATEGY MANAGEMENT AND ENTITY OVERSIGHT REF NO: ODG/SM&EO 001

Overview: To oversee the strategic management and business planning processes of the dti, foster alignment between the dti and the public entities in support of its legislative mandates and broader government priorities and objectives through best practice that ensure effective organisational performance management.

SALARY: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Public/Business Administration or Management with Economic orientation or related field. 5 years' relevant senior managerial experience in a strategy and/or entity oversight environment. Key Requirements: Experience in the design, development and implementation of organisational processes and systems, strategies, policies, projects and programmes. Experience in organisational strategic planning, performance and financial management, monitoring and evaluation. Experience in stakeholder management, people management, project management, strategic capability and leadership. Experience in Corporate Governance, preferably in a public sector context. Experience in auditing, including auditing performance information. Understanding of economic policy, especially trade and industry policy development and economic regulation. Excellent process management skills. Negotiation skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Computer literacy, knowledge and understanding of key legislation applicable to public entities and the dti.

DUTIES: Coordinate the strategic and operational planning process for the dti: Direct and manage the strategic and operational planning processes, implementation of policies, guidelines and systems. Manage the compilation of the Department's Strategic Plans, Annual Performance Plans, Service Delivery Plans, etc. Review existing organisational processes periodically to ensure continuous improvement. Monitor the performance of the Department: Ensure the implementation of organisational performance management guidelines and frameworks. Guide the Department with regards to legislative and regulatory compliance relating to managing programme performance. Manage the compilation of quarterly, annual and citizens' reports for the Department. Take custodianship of Performance Information and timeously respond to audit queries from the AGSA. Develop and implement an institutional mechanism to monitor the
implementation of corrective action relating to performance information. Track all changes on approved organisational performance and ensure that Ministerial approval is obtained for any changes to performance information. Review and innovate organisational structures dealing with performance information to ensure relevance and make recommendations where necessary. Design and implement appropriate policies, processes and systems to support government-wide monitoring and evaluation processes. Provide oversight on the public entities concerning governance and performance matters: Implement and refine the governance framework for public entity oversight or establish and manage best practice public entity oversight model for the dti. Guide the entities with regards to legislative and regulatory compliance relating to managing programme performance. Ensure that guidelines on planning and reporting by public entities are developed in accordance with the relevant guidance. Ensure that entities timeously submit strategic plans and performance reports as required complying with PFMA and other legislation. Ensure the alignment of the public entities’ strategies with those of the dti as outlined in the Ministers Performance Agreement and Delivery Agreements for the government Outcomes. Ensure timely appointment of the board, commissions, CEOs and/or tribunal members. Ensure that Shareholders Compacts are timeously entered into between the Minister and accounting officers of the entities. Ensure effective board performance by developing and implementing a tool to assess board performance. Develop an appropriate system to ensure timely submission of responses by entities, to Parliamentary questions. Or requests for information. Develop proactive processes and systems to identify key risks at entities. Provide financial and audit oversight over entities: Provide strategic and financial management oversight over the public entities. Attend audit committee meetings as an observer on behalf of the dti. Develop and implement a project plan to ensure “clean audits” within the dti portfolio. Provide oversight over the regulatory audits of the entities as required, to ensure improved audit outcomes. Ensure timeous implementation of AGSA’s audit recommendations to improve audit outcomes. Ensure the development and implementation of the dti’s Batho Pele programmes: Facilitate the development and implementation of the dti’s approach to Batho Pele and submit relevant reports to identified stakeholders. Review the current SDIP (covered above). Produce reports on the implementation of the SDIP for submission to DPSA. Ensure design, development and implementation of Service Delivery Model, Service Standards and Charter: Provide support to management in ensuring the development, implementation and monitoring of Batho Pele, including collation of reports awareness creation and institutional arrangement. Manage resources within the Chief Directorate: Manage the Chief Directorate’s asset register that reflects monthly acquisitions, disposals, transfers and depreciation are balanced to ledger monthly. Manage the external and internal audit compliance as well as overall compliance with relevant legislation and the dti’s policies. Produce business plans for the chief directorate. Ensure timeous completion of performance agreements and appraisals of staff members. Prepare annual budgets and spend accordingly. Identify and manage risks within the chief directorate.

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

POST 42/72 : DIRECTOR: LEGAL SERVICES REF NO: CCRD/DDG 009
Overview: To provide legal support in the Office of the Deputy Director-General within the Consumer and Corporate Regulation Division.

ENQUIRIES : 
NOTE : 
POST 42/72 : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
SALARY CENTRE : Pretoria
### Duties
Develop and review Legal Policies: Facilitate the conceptualisation and development of appropriate regulatory policies that address critical market failures to strengthen and broaden participation of business into the mainstream of the economy. Develop the strategic focus and policy direction for the Office of the DDG: CCRD Management the development of the proposed policy documents. Develop recommendations for strengthening and measuring the depth and impact of sector strategy engagements. Monitor the administration methodology for the National Liquor Authority to identify appropriate interventions within the liquor industries. Facilitate regulatory policy on an ongoing basis to ensure the relevance of policy to address identified market failures. Facilitate policy review on trend analysis, impact assessment, market surveys for the effectiveness of the compliance. Develop a policy review on legislative drafting in the dti. Stakeholder and evaluate the drafting of new legislation, amendments and legislation: Conduct research on domestic and international credit policy processes. Develop domestic and international credit policy processes. Draft terms of reference for consultants to assist with the preparation of policy position. Consolidate the dti’s position on policy and legislation of other government departments. Direct and manage presentations at intergovernmental fora and work-groups and public events. Manage information for responses to Parliament and other questions. Identify and conduct research on policies related to the functions of the DDG: CCRD: Provide advice on matters that can expose The Office of the DDG at risk (technical legal advice, legal analysis and legal research): Monitor performance of Chief Directorates against business and project plans and taking corrective measures before reporting to the principals. Facilitate research on all projects to be executed within the Office of the DDG on policy processes (Lead and Manage projects within the office of the DDG). Manage financial resources and assets of the unit. Management staff and strategic planning of the unit. Directorate: Management of Financial Resource and assets of the unit. Manage the staff/personnel. Manage the strategic planning of the unit and execution of the operational plan. (The checking of strategic documents to DDG’s office to ensure alignment with strategic plans and operational plans of the Division).

### Requirements
- A three-year National Diploma/B-Degree in Chemistry or Commerce. 3-5 year’s relevant experience in the Chemical Industry or in the Public Sector close to Chemical Industry.
- Conduct Chemicals sector research: Collect and analyze data on the performance of the sector. Conduct research, compile and manage database for the sector. Development of Chemicals sector policies and strategy: Organize, attend and participate in the workshops on the developing and reviewing Chemicals sector policies and Strategies. Record and produce a summary report on the workshop discussions. Provide inputs in the implementation of policies and strategies. Stakeholder management: Develop and maintain a partnership with all the dti staff and Chemicals sector. Provide technical support to the unit in preparing briefing documents and responding to ad-hoc queries. Initiate and maintain the working relations between key stakeholders. Create and maintain a database of key stakeholders. Respond to day to day queries from the public and key stakeholders on the chemicals sector. Administration: Handle all enquiries and requests regarding Chemical sector initiatives. Provide inputs on divisional budget and business plans. Compile progress reports on a monthly basis on the basis of the projects with regard to timelines and budgets.
Review and update economic statistics every quarter. Provide inputs into the direction of the statistics of the unit. Participate in the implementation of agreed projects and programs. Ensure the submission of quarterly reports are compiled. Co-ordinate the establishment of Chemicals platform: Provide inputs in the coordination of developing the memorandum. Organize workshops which identify the value of chain and action plans for the Chemicals sector.

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

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

POST 42/74: ASSISTANT DIRECTOR: CASH MANAGEMENT REF NO: ODG/MAN ACC 012
Overview: To monitor cash flow planning and its management as well as report to the management of the financial position of the divisions.

SALARY: R376 596 per annum (Level 09) excluding benefits
CENTRE: Pretoria
REQUIREMENTS: A three-year National Diploma/B Degree in Financial and/or Management Accounting. 3-5 years' relevant experience in a financial environment. Key Requirements: Experience in Cash Flow Management. Experience in Financial Reporting. Experience in project management, report writing, people management and financial management. Planning and Organising skills, presentation skill, interpersonal skills, customer focus and quality assurance skills. Proficient in MS Packages.

DUTIES: Cash Flow Management: Compile/amend, distribute and verify cash flow schedules to divisions for the EPE, Roll-over and AEPE. Consolidate and submit the total DTI cash flow forecast for the EPE, Roll-over and AEPE. Request funds via Safety net. Financial Reporting: Compile/Verify and submit the Early Warning report to National Treasury. Compile and submit the Management Accounts inclusive of expenditure trend schedules. Compile slide shows for the CFO for presentation to EXBO and OPSC OM. Compile inputs for AFS. Financial Management Support: Conduct divisional support meetings every month to discuss financial management related matters. Compile/Verify Mid-month expenditure trend memos to DDG's and ensure they are distributed on time. Business Planning and Reporting: Contribute to effective Business Planning and reporting for Chief Directorate. Identity development areas of staff, facilitate effective HR management, adhere to employment equity requirements. Management of finances for the Directorate. People management and development: Ensure compliance with policies, guidelines and due dates. Contribute effectively to the design development and implementation of internal work processes to improve customer service. Ensure compliance with legislation requirements, policies and guidelines/circulars.

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

NOTE: In terms of the dti's EE requirements, preference will be given to Indian candidates and persons with disabilities.

POST 42/75: PERSONAL ASSISTANT REF NO: ODG/ODG 045
Overview: To provide a secretariat function to the office of the Industrial Development Advisor (IDA) and facilitate the smooth administrative operation thereof.

SALARY: R316 791 per annum (Level 08) excluding benefits
CENTRE: Cape Town
REQUIREMENTS: Matric plus a National Diploma/Degree in office management or equivalent qualification. 2 - 3 year's relevant experience in an office administration management. Key Requirements: Experience in a secretarial or administrative environment. Experience in diary management and meeting management. Experience in document and records management. Experience in providing logistical support, processing of claims and travel arrangements. Knowledge and understanding of the practices applicable to Procurement and Financial management. Proficient in MS Office packages. Business knowledge of the dti. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act. Sound ability to communicate well at all levels of the organisation, both oral and written. Excellent organisational & planning skills, presentation skills, time management, telephone etiquette and customer service excellence. Creative and innovative thinker and ability to work in a coordinated team. A sense of urgency and an ability to work under pressure. Highly ethical and trustworthy.

DUTIES: Efficiently manage the office of the Industrial Development Advisor: Manage and monitor the diary, provide logistical support for meetings, workshops and event
management. Ensure that calls are screened, sorted and responded to on time as well as electronic and verbal messages. Document and records management: Manage internal and external correspondence. Ensure that submissions, letters and memos drafted are on the correct template, formatting is correct and that all the documents are quality assured. Facilitate and maintain records and minutes of meetings. Ensure that Performance documents are completed and submitted to HR by due dates. Travel arrangements and claims: Efficiently manage the accommodation and travel arrangements for the advisory team, international as well as domestic travel. Effective management of the IDA's travel claims, both domestic and foreign. Procurement and Financial management: Ensure compliance to the PFMA, submissions and requests for services and stationery. Ensure timely budget submissions and reporting. Request, monitor and control petty cash according to the dti petty cash policy.

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

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

POST 42/76
SENIOR STATE ACCOUNTANT REF NO: ODG/FIN ACC 027
Overview: Accurate, complete and timeous processing of financial transactions.

SALARY
R316 791 per annum (Level 08) excluding benefits

CENTRE
Pretoria

REQUIREMENTS
A three-year National Diploma/B Degree in Accounting. 3-5 years’ relevant experience in an accounting environment. Key Requirements: Experience in processing of payments. Experience in financial reporting. Experience in processing of claims. Knowledge and understanding of incentive scheme administration. Knowledge of Public Finance Management Act, Public Service Act, Treasury Regulations and Public Service Regulations. Presentation and Interpersonal skills, communication (verbal and written), stakeholder relations management, planning and organizing skills, research methodology skills, analytical and systems thinking skills. Knowledge of the dti business.

DUTIES

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

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

POST 42/77
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

REQUIREMENTS
National Diploma/B Degree in Accounting. 3 - 5 years’ relevant experience in the finance environment. Key Requirements: Experience in financial reporting and compiling financial statements. Experience in the preparation and analysis of financial statements. Experience in financial management, report writing and project management. Knowledge of Public Finance Management Act, Public Service Act, Treasury Regulations and Public Service Regulations. Presentation and Interpersonal skills, communication (verbal and written), stakeholder relations management, planning and organizing skills, research methodology skills, analytical and systems thinking skills. Knowledge of the dti business. Knowledge of Modified Cash Standard/Accounting Manual for Departments.

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 Tel No: (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.
DEPARTMENT OF TRANSPORT

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 : 06 December 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

POST 42/78 : DEPUTY DIRECTOR: INFRASTRUCTURE FINANCE (MODELLING AND ECONOMIC ANALYSIS) REF NO: DOT/HRM/2019/71
Branch: Integrated Transport Planning
Chief Directorate: Modelling and Economic Analysis
Directorate: Infrastructure Finance (Modelling and Economic Analysis)

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

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF Level 6/7 qualification in Transport Planning or Bcom Financial Management with five years relevant experience on MMS in finance and economic analysis Transport modelling will be an added advantage or Assistant Director level of which three (3) years must be Supervisory experience. Note: The following will serve as strong recommendations: Strategic thinker who is able to work with teams. Excellent communication (verbal, liaison and writing skills). Strategic leadership and Co-ordination skills. High-level ability to analyse and synthesise financial information. Extensive knowledge of Public Finance Management Act, Treasury Regulations and other related legislation and regulations. A good track record of financial and economic projects.

DUTIES : Evaluate funding options for transport modes. Develop/recommend financial models for transport entities. Evaluate infrastructure-spending plans of transport entities. Liaise with all finance institutions stakeholders to encourage funding investment in transport projects. Consult with transport entities on their funding requirements. Evaluate and determine the financial and other feasibility of infrastructure plans and compare plans with local and international benchmarks. Oversee the preparation of working papers and approved budgets for infrastructure spending needs in the transport sector. Ensure that infrastructure expenditure is monitored. Prepare reports on economic outlook of the country.

ENQUIRIES : Mr M Ngcamu Tel No: (012) 309 3693
**DEPARTMENT OF WATER AND SANITATION**

**ANNEXURE T**

<table>
<thead>
<tr>
<th>CLOSING DATE</th>
<th>06 December 2019</th>
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<tbody>
<tr>
<td>NOTE</td>
<td>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). 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.</td>
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**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 42/79</th>
<th>CHIEF ENGINEER GRADE A REF NO. 061219/01</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE</td>
<td>King Williams Town</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Civil Engineering degree (B Eng/BSc Eng). Six (6) years post qualification experience. Experience in the Water Sector preferable. Compulsory registration with ECSA as a Professional Engineer. A valid drivers licence (certified copy must be attached). Experience in water resource planning and management. Experience in planning; hydrological modelling; economic analysis; ecological matters; policy development and institutional aspects. Computer literacy and good computer programming skills. Good communications skills both verbal and written. Negotiation skills. Proven leadership skills and the ability to manage a professional multi-disciplinary team. Knowledge of and experience in financial management and relevant acts. Must be available to travel as and when required often at short notice.</td>
</tr>
<tr>
<td>SALARY</td>
<td>R1 042 827 - R1 192 365 per annum (All inclusive OSD salary package)</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Identify; set-up and manage multi-disciplinary catchment-wide planning studies, Identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from wide range of disciplines; comparative analysis. Report on investigations of possible water resource developments and/ or the development of strategies to reconcile water supply and demand. Lead Master planning for EC Water resources development linked water services planning. Assist in providing professional guidance to teams of professional service providers in water services project in sector. Compile terms of Reference for planning studies. Management and administration of professional service providers; including financial administration. Close interaction with other components, Provincial and Central government departments; other development agencies; local authorities and the public. Responsible for budgeting of all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and ministerial submissions as required. Deliver technical and other presentations as required to a variety of audiences.</td>
</tr>
</tbody>
</table>

**ENQUIRIES**

| Ms P Makhanya Tel No: (043) 604 5401 |

**APPLICATIONS**

| King William’s Town: Please forward your applications quoting the reference number to The Department of Water and Sanitation, Private Bag X7485, King William’s Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William’s Town. |

**FOR ATTENTION**

| Mr M Zenzile Tel No: (043) 604 5528 |

**NOTE**

| This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A may be considered based on the provisions of the Public Service Regulation 2016, i.e. provision of the candidate’s current salary advice. |
POST 42/80

DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 061219/02
Branch: Planning and Information
SD: Office of the DDG
Re-advertisement and those who has previously applied are encouraged to re-apply

SALARY
R869 007 per annum (Level 12) (All inclusive salary package)

CENTRE
Pretoria Head Office

REQUIREMENTS

DUTIES
Facilitation of strategic and business planning process for the Branch: Planning and Information Management. Consolidate inputs into strategic plan, annual performance plan (APP) and operational plan for the Branch/Component. Coordinate and analyse the performance and other reports for the Branch on a monthly basis and as required. Conduct monitoring, sites visits, capturing, analysing and reporting of monitoring data. Compile budget needs for the Branch into Estimates of National Expenditure (ENE) as well as adjustments. Coordinate and compile in-year-monitoring reports. Coordinate risk management activities and the development of demand management plan as well as audit action plans. Manage the relationship with other stakeholders on the implementation of monitoring and evaluation function.

ENQUIRIES
Ms MC Mokhele Tel No: (012) 336 8284

APPLICATIONS
Head Office, Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION
Ms L Mabole

POST 42/81

SCIENTIST PRODUCTION GRADE A-C REF NO: 061219/03
Branch: Chief Operation Officer: Western Cape
SD: Resource Protection

SALARY
R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE
Bellville

REQUIREMENTS
A Science degree BSc (Hons) in Natural Science or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist (certified copy must be attached). Three (3) years post qualification natural scientific experience. A valid driver's license. (Certified copy must be attached). Knowledge and experience in freshwater, estuarine ecology and project management. Scientific research methodologies and models. Computer aided scientific applications. Knowledge of legal compliance with the national water act. Technical report writing. Scientific data analysis and presentation skills. Problem solving, people and conflict management. Knowledge of wetland ecology and associated processes will be an added advantage. Good communication skills (both verbal and written).

DUTIES
Develop and implement methodologies, policies, systems and procedures in terms of the National Water Act, Act 36 of 1998. Identify gaps and develop appropriate interventions with regards to freshwater and ecosystems monitoring. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Advice and provide scientific support. Develop working relations with various clients. Create public awareness of the freshwater ecology systems. Provide scientific data, information and advice as requested and review scientific publications. Conduct analyses on scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Conduct citizen science, basic and applied research. Liaise with the relevant bodies/councils on science-related and citizen science matters. Mentor, train and develop candidate scientist and others to promote skills /knowledge transfer as well as adherence to sound scientific principles and code of practice. Supervise scientific work and
processes as well as sector support with the assessment of Water Use License Applications specifically sections dealing with applications dealing with impacts on wetlands, estuaries, the instream and riparian habitats. Manage special wetland related projects. Give inputs to all feasibility studies. Attend to water use data requests from stakeholders. Represent the Department in different forums and where fresh water ecology or surface water quality inputs are required from the department. Support the water quality team with the freshwater ecology inputs in their various projects.

ENQUIRIES: Ms Z Bila-Mupariwa Tel No: (021) 941 6089
APPLICATIONS: Western Cape (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
NOTE: Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.

POST 42/82: SCIENTIST PRODUCTION GRADE A-C REF NO: 061219/04
Branch: Chief Operations Office
Div: Compliance Monitoring

SALARY: R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)
CENTRE: Durban
DUTIES: A Science degree (Bsc) (Hons) or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist. Three (3) years post qualification natural scientific experience. Valid driver's license. (Attach certified copy). Sound knowledge and understanding of the Water Services Act and the National Water Act; and of relevant Environmental and local government legislations. Knowledge and experience in water and wastewater treatment processes and water quality management. Willingness to travel extensively. Excellent written and verbal communication skills. Advanced computer literacy with data management skills.

DUTIES: Responsible for technical support in all aspects of water resources and water services regulation. Responsible for the coordination of blue and green drop regulation, regulatory performance management, the review of project feasibility reports, attending to consumer complaints and queries and provide assistance to Water Service Authorities/Water Services Institutions in all aspects of water resources and water services regulation. Compilation of various reports on status of water resources and water services. Provide inputs into the strategic business planning. Liaise closely with the Provincial and Local government and other institutions to ensure effective local level regulation. Generally provide technical support to and advise on government policies pertaining to water resources and water services. Monitoring and auditing of water service institutions for compliance. Conduct technical inspections and evaluations. Provide recommendations and information required by the Regulation Manager.

ENQUIRIES: Ms. A Masefield Tel No: (031) 336 2839.
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
FOR ATTENTION: The Manager (Human Resource)

POST 42/83: SCIENTIST PRODUCTION: GRADE A-C WATER USE LICENSING ADMINISTRATION REF NO: 061219/05
Branch: Chief Operations Office: North West

SALARY: R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)
CENTRE: Hartbeespoort
REQUIREMENTS: A Science degree (Bsc) (Hons) or relevant qualification. Compulsory registration with SACNASP as Professional natural scientist (proof of registration must be provided). Three (3) years post qualification natural scientific experience. A valid driver’s license (Attach certified copy) and willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Understanding of Acid Mine Drainage (AMD). Skills and experience in management of human resources.
Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES**

- Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Provide groundwater specialist input on water use license applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use license applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS’s role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater license conditions. Interpretation an analysis of ground water data submitted.

**ENQUIRIES**

Mr Rens Botha: Cell No: (082) 8089560

**APPLICATIONS**

Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION**

Mr Ntwe MJ

**POST 42/84**

SCIENTIST PRODUCTION GRADE A-C (GEOHYDROLOGY) REF NO: 061219/06

Branch: Chief Operations Office Mpumalanga
Dir: Institutional Establishment

**SALARY**

R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE**

Bronkhorstspruit

**REQUIREMENTS**

- A Science degree (Bsc) (Hons) in Geohydrology or Earth Sciences specialised in Groundwater or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist (certified copy must be attached). Three (3) years post qualification natural scientific experience. Knowledge of and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills. A valid driver’s licence (Attach certified copy). Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Computer Skills. People management and Conflict Management. Report writing skills.

**DUTIES**

- Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpre, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conducting of site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement DWS’s role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.

**ENQUIRIES**

Mr Sydney Nkuna Tel No: (013) 759 7317

**APPLICATIONS**

Bronkhorstspruit: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION**

Ms Mkhwanazi FM
POST 42/85 : SCIENTIST PRODUCTION: GRADE A-C SPECIALIZED PROGRAMMES: GEOHYDROLOGY REF NO: 061219/07
Branch: Chief Operations Office: North West

SALARY : R618 732 - R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : Hartbeespoort

REQUIREMENTS : A Science degree (Bsc) (Hon) or relevant qualification in Geohydrology or Earth Sciences (Specialised in Groundwater). Compulsory registration with the SACNASP as a Professional Natural Scientist. (Attach certified copy). Three (3) years post qualification natural scientific experience. A valid driver’s licence (Attach certified copy). Knowledge of and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills). Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Computer skills. People management conflict management and report writing skills.

DUTIES : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Assist with groundwater monitoring, assessment and reporting systems in the region. Create public awareness of the science system. Apply appropriate scientific data, information and advice as requested. Interpret, evaluate and analyse scientific data. Provide groundwater specialist input on water use licence applications for mining, industries, municipalities, urban development and agriculture activities. Conduct site inspections and attend meetings for various water use licence applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorisation process and implement Department of Water and Sanitation roles and functions in respect of groundwater protection and management. Provide assistance in drafting of specific groundwater licence conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects.

ENQUIRIES : Mr Rens Botha: Cell No: (082) 8089560

APPLICATIONS : Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION : Mr Ntwe MJ

POST 42/86 : ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INSTREAM WATER USES AUTHORISATION REF NO: 061219/08
Branch: Chief Operations Office: Mpumalanga Water Use Licensing Administration

SALARY : R402 045 per annum

CENTRE : Bronkhorstspruit

REQUIREMENTS : A relevant Honours degree in Environmental or related fields. Experience in integrated water resource management and water resource protection will be an added advantage. Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. A valid drivers licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Processing of Water use license applications in the Olifants Water Management Area. Provide comments on environmental impact assessment, environmental program reports and development applications in the Olifants Water Management area. Liaise
with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water use license applications in the Olifants Water Management Area.

ENQUIRIES: Mr Sydney Nkuna Tel No: (013) 759 7317
APPLICATIONS: Bronkhorstspruit Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION: Ms. Mkhwanazi FM

POST 42/87: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 061219/09
Branch: Chief Operations Office Northern Cape
Div: Auxiliary Services

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley
REQUIREMENTS: A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years experience in administration specifically in Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Supervisory experience required. Occupational Health and Safety (OHS) A valid driver’s license (Attach certified copy). Computer literacy and skills in MS Office Software package. Sound knowledge, interpretation and application of Public service legislations/Acts, Regulations, directives, processes and procedures relevant to the post. Good communication, interpersonal skills and ability to interact with people at all levels. Ability to work independently, without close supervision and ability to lead a team. Good planning, organizing and execution skills. Be able to prioritize and produce quality work. Accountability, ability to multitask, work under pressure and meet tight deadlines. Be prepared to travel and work extended hours. Excellent report writing skills. Problem-solving, creativity and initiative skills. Analytical thinking with ability to pay attention to details and handle confidential information.

DUTIES: Management of key administrative areas within the Directorate including its Area Offices. Monitor and ensure compliance to national and departmental legislations/acts, regulations, directives regarding Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security. Ensure proper management of service provider contracts, payment of services, accounts, debt recovery, queries, reconciliation of accounts and expenditure reporting. Ensure quarterly reporting on contract performance. Ensure efficient maintenance of information and accurate databases. Provide inputs to the monthly and annual spending plans aligned to business plan. Provide inputs on the development/review of Budget and Business plans with clear roles and responsibilities assigned with the resources required identified. Develop, maintain and implement standard operating procedures for efficient utilisation and compliance to Corporate Travel, Transport Management, Facilities Management, Records Management, Telecommunications, Safety and Security, Occupational Health and Safety (OHS). Advise management and officials on administrative key activities’ policies, directives, processes and procedures. Compile submissions for implementation of administration activities and provision of management reports. Compile submissions, memoranda and submitting of monthly operational reports. Manage administration support personnel including co-ordination of key administrative and operational activities within the Directorate.

ENQUIRIES: Mr J Mashele Tel No: (053) 8308800
APPLICATIONS: Kimberley 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

POST 42/88: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 061219/10
Branch: Chief Operations Office Eastern Cape
Div: Talent Management

SALARY: R376 596 per annum (Level 09)
CENTRE: King William’s Town
REQUIREMENTS: A National Diploma or Degree in Human Resources Management. Three (3) to five (5) years experience in Human Resource Development/Performance Management.

**DUTIES**

Provide input in the development of HRD policy and strategy. Ensure the application of sound human resources management practices in the area of performance management and development policy and related legislations, conduct research into best practices and trends in these areas, recommend policy amendments. Development of all the training interventions and facilitate in-house training on PMDS in the Department. Conduct Departmental training needs assessment relating to PMDS, conduct PMDS training and awareness sessions, brief managers on policy requirements, issuing of circulars and communications on PMDS. Coordinate the implementation of PMDS in the Department. Coordinate contracting and assessment, ensure alignment of employees performance agreement with Departmental objectives, coordinate assessments and moderation committees, coordinate implementation of performance rewards, ensure management of poor performance. Monitor and evaluate the implementation of PMDS. Measure compliance in terms of PMDS policies and information processes, monitor compliance of performance agreements signed, monitor compliance of quarterly reviews/ Term 1 and Term 2, finalization of moderation process. Manage and maintain PMDS database. Maintain performance management information system (electronic and manual) compile reports and submissions for management and external stakeholders.

**ENQUIRIES**

Mr M Zenzile Tel No: (043) 604 5528

**APPLICATIONS**

King Williams Town: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William’s Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William’s Town.

**FOR ATTENTION**

Mr M. Zenzile

**POST 42/89**

ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 061219/11

Branch: Chief Operations Office: KZN

**CENTRE**

Durban

**SALARY**

R376 596 per annum (Level 09)

**REQUIREMENTS**

A relevant tertiary qualification at NQF level 7. Completion of the General Internal Auditing (including IAT learnership - (three years)) learnership from the IIA plus two (2) year internal audit experience. Extensive knowledge of BAS, SAP, LOGIS, PERSAL Computer literacy in all programmes. A valid Driver’s License (Attach certified copy). Knowledge of the Treasury Regulations and the Public Finance Management Act (PFMA), GRAP/GAAP. Problem solving, analysis, report writing, and strategic thinking skills. Persuasiveness, flexibility, personal and motivation.

**DUTIES**

Assess the control environment, risk management and governance processes of the department. Plan audit projects. Develop adequate audit programmes. Document all findings on standard audit working papers. Compile audit reports. Perform follow-up reviews to ensure that agreed action plans have been implemented. Ensure compliance with prescripts and legislation relevant to finance, procurement. Verify creativeness of document prior to effecting payment. Identify risk and suggest corrective measures. Conduct internal audits in compliance with the Standard for Professional Practice of Internal Auditing. Monitor expenditure against budget allocation. Maintain updated signature specimens of authorised signatories. Build relationships with external auditors and other assurance providers. Conduct special investigations, inspections and audit co-ordination.

**ENQUIRIES**

Ms PV Mkhize Tel No: (031) 336 2700

**APPLICATIONS**

Durban Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

**FOR ATTENTION**

The Manager (Human Resources)
POST 42/90 : OFFICE MANAGER REF NO: 061219/12
Branch: IBOM
CD: Infrastructure Operations and Maintenance

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

REQUIREMENTS : A National Diploma or Bachelor’s Degree in Office Management and Technology/Public Management/Business Administration. Three (3) to five (5) years’ experience in office management field. A Valid driver’s license (attach certified copy). Understanding and knowledge of public service policies and administrative procedures. Knowledge of the functioning of the national government. Computer literate (MS Word, Excel and PowerPoint). Proven knowledge and experience in secretarial duties. Sound organizational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Understanding of dispute resolution process. Basic Financial Management and knowledge of PFMA. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality.

DUTIES : Ensure screening of all incoming correspondence (E-Mail, letters, reports, submissions and phone messages). Secretarial services, logistics, subsistence and travel arrangements and claims. Manage procurement. Collation of information and conduct research for presentations. Arrange and organize workshops and meetings. Represent Manager at certain meetings and workshops, take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt.

ENQUIRIES : Mr L Manus, Tel No: 012 336 8092
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabole

POST 42/91 : ENGINEERING TECHNOLOGIST (PRODUCTION) GRADE A REF NO: 061219/18
Branch: Chief Operations Office Mpumalanga

SALARY : R363 894 per annum
CENTRE : Bronkhorstspruit

REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). A valid drivers licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES : Mr Sydney Nkuna Tel No: (013) 759 7317
APPLICATIONS : Mbombela: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION : Ms Mkhwanazi FM
**POST 42/92**: SENIOR STATE ACCOUNTANT REF NO: 061219/13  
Branch: Chief Operations Office KZN  
**SALARY**: R316 791 per annum (Level 08)  
**CENTRE**: Durban  
**REQUIREMENTS**: A National Diploma or Bachelor Degree in Financial Management or related qualifications majoring in Financial Accounting. Two (2) to three (3) years’ experience in financial management (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, PERSAL, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge and experience in administrative and clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (MS Word, Excel, PowerPoint). Framework for managing performance information.  
**DUTIES**: Ensure reconciliation of the major supplier accounts of the Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorize transactions for payments, allowances, deductions etc. on the financial systems BAS/Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental polices.  
**ENQUIRIES**: Mr. MI Ndlovu Tel No: (031) 336 2768  
**APPLICATIONS**: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.  
**FOR ATTENTION**: The Manager (Human Resources)  

**POST 42/93**: SENIOR ADMINISTRATION OFFICER: PLANNING AND INFORMATION REF NO: 061219/14  
Branch: Chief Operations Office Mpumalanga  
**SALARY**: R316 791 per annum (Level 08)  
**CENTRE**: Mbombela  
**REQUIREMENTS**: A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years experience in administration matters. Supervisory experience of two (2) years will be an added advantage. Knowledge of administration procedures. Basic financial management and knowledge of PFMA. Knowledge Management. Good client orientation and customer focus. Good verbal and written communication skills. Computer literacy.  
**DUTIES**: Provide administrative support to all personnel in the Directorate. Assist with the execution of financial administration. Render administration of procurement of goods and services of the Directorate. Assist with the execution of financial administration of the Directorate. Prepare submission for the component. Document handling and filing. Maintain register of the Directorate up to date.  
**ENQUIRIES**: Mr. Silo Kheva, Tel No: (013) 759 7313  
**APPLICATIONS**: Mbombela: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.  
**FOR ATTENTION**: Mr MJ. Nzima  

**POST 42/94**: SENIOR DEVELOPMENT EXPERT REF NO: 061219/15  
Branch: Chief Operations Office  
SD: Provincial CMA-Thukela  
**SALARY**: R316 791 per annum (Level 08)  
**CENTRE**: Durban  
**REQUIREMENTS**: A National Diploma or Degree in Public Management/Developmental Studies/Business Administration. One (1) to (3) three years management experience in a Water Sector environment. A valid drivers licence (Certified copy must be attached). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Understanding of Public Finance Management Act (PFMA). Knowledge and understanding of Education and Training quality assurance processes and
procedures. Acquaintance with equal opportunities and affirmative action guidelines and laws. Knowledge and experience of administrative and clerical procedures and systems. Good interpretation of departmental policies and procedures. Understanding of governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Good knowledge of Integrated Water Sector matters. Problem solving and analytical skills. People, diversity management, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct. Willingness to travel extensively, work irregular hours, and is proficient in English. Knowledge of IsiZulu will be an added advantage. The candidate will be expected to possess excellent presentation, research, time management and project management skills.

**DUTIES**

Assist with the coordination of activities of Water Sector through existing sector partners. Maintain conceptualisation and visual publications. Assist with the development and implementation of Integrated Water Sector Monitoring and Evaluation system and maintenance thereof. Implement policies and water sector framework that will guide implementation of Water Services Development Planning system (WSDP). Assist with conducting research on recent technology that can be applied. We require a self-motivated, independent thinker that will be able to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (commercial and emerging), Local Government, Industries and other external institutions. The candidate must be able to identify key Water Resource Management needs of stakeholders, develop business plans, project proposals and effectively manage water for growth and development projects. Assist in the establishment, co-ordination and management of the Catchment Management Agency, Catchment Management Forums and Water User Associations within the respective Water Management Areas. Advise on government policies and legislation on all matters pertaining to Integrated Water Resource Management. Provide support to resource underprivileged farmers and Rain Water Harvesting Tanks for Food Production Programmes.

**ENQUIRIES**

Mr NA Mkhize Tel No: (031) 336 2820

**APPLICATIONS**

Durban: Please forward your applications quoting the reference number to the:
Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

**FOR ATTENTION**

The Manager (Human Resources)

**POST 42/95**

COMMUNITY DEVELOPMENT SUPERVISOR REF NO. 061219/16
Branch: Chief Operation Officer: North West

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Mmabatho

**REQUIREMENTS**

A National Diploma or Bachelor’s Degree in Social Science/Development Studies. Three (3) to (5) five years experience in community development. Knowledge and experience in professional development and project management. A valid driver’s license (attach certified copy). Strategic and operational plan management. Policy implementation, monitoring and evaluation principles. Conflict management, creativity and awareness. Cultural awareness, flexibility and initiative. Good communication skill (both verbal and written).

**DUTIES**

Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the planning of water programmes. Ensure the implementation of water regulatory framework. Ensure the monitoring and evaluation of water programmes. Develop and monitor the integrated support plans (ISP) including the intergovernmental relations and sector collaboration.

**ENQUIRIES**

Ms. M Moreosele Tel No: (018) 387 9517

**APPLICATIONS**

North West (Mmabatho): Please forward your applications quoting the relevant reference number to The Provincial Head: North West, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Or hand deliver to Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor.

**FOR ATTENTION**

Mr MJ Ntwe
POST 42/96 : SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 061219/17
Branch: Finance (WTE)
CD: SCM
Div: Database Redundant Material

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A National Diploma or Bachelor’s Degree in Supply Chain Management/Logistics/Purchasing Management or relevant qualification. Three (3) to (5) five years experience in Supply Chain Management of which three (3) years experience should be in Logistics and Inventory management. Experience in supervision of employees. A valid drivers license (attach a certified copy). Knowledge and experience in procurement administration procedures. Financial legislation, GRAP, PFMA, labour law, dispute resolution process and labour relation policies. Knowledge management, problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct


ENQUIRIES : Ms. Puseletso Mathiso, Tel No: (012) 336 7093/6827
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

POST 42/97 : SENIOR SECURITY ADMINISTRATION OFFICER REF NO: 061219/55
Branch: Chief Operations Office Northern Cape
Div: Auxiliary Services

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

DUTIES : Assist with the implementation of physical security in term of Minimum Physical Security Standard (MPSS), Private Security Industry Regulatory authority (PSIRA), Safety at Sports and Recreational Event Act (SAREÅ) and National Key Point Act (NKP) in the department. Assist with the implementation of policies, strategies plans and procedures within safety and security management. Operational efficiency and service delivery improvement, within safety and security management. Assist with conducting Physical Security Assessment/Investigation, Security Awareness and submit an analytic report and ensure standardization of measures in the department. Assist with the coordination of security during departmental events and assist in advising management in security aspect during procurement of accommodation.

ENQUIRIES : Mr J Mashele Tel No: (053) 8308800
APPLICATIONS : 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
POST 42/98: ENGINEERING TECHNICIAN PRODUCTION GRADE A WATER RESOURCE PLANNING REF NO: 061219/19
Branch: Chief Operations Office Limpopo

SALARY: R311 859 per annum (OSD)
CENTRE: Polokwane
REQUIREMENTS: A National Diploma in Engineering or relevant qualification in the fields of civil engineering, agricultural engineering, water resources engineering or environmental engineering. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician. (Proof of registration must be attached). A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES: Reviewing integrated water use licence applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES: Mrs A.D Maumela Tel No: (015) 290 1358
APPLICATIONS: Polokwane: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO PLACE Building (Registry Office 4th floor).

FOR ATTENTION: MP Makgakga, Tel No: (015) 290 1386

POST 42/99: ENGINEERING TECHNICIAN PRODUCTION GRADE A WATER RESOURCE PROTECTION REF NO: 061219/20
Branch: Chief Operations Office North West

SALARY: R311 859 per annum (OSD)
CENTRE: Hartbeespoort North West
REQUIREMENTS: A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. A valid driver’s licence (Attach certified copy). Compulsory registration with ECSA as an Engineering Technician. (Proof of registration must be attached). Water resources related experience is a recommendation. Good interpersonal relations. Willingness to travel is essential. Must be computer literate. Knowledge of the National Water Act, 1998 (Act No. 36 of 1998) and Water Services Act, 1997 (Act 108 of 1997) Note this is a Civil Engineering post and not related to factory production.

DUTIES: Ensure compliance monitoring of both the drinking water and wastewater quality of all WSI in the North West region. Issuing of noncompliance notices. Conduct the assessments of drinking water purification and waste water treatment plants. Participate in the national assessments of Water Services Authorities (WSA) for Blue/Green Drop Certification and Regulatory Performance Measurement System (RPMS). Auditing of both the drinking water and wastewater quality and or undertake special investigations on reports or complaints. Interpret and analyze results and prepare reports. Liaise with stakeholders in the water sector and other Government Departments.

ENQUIRIES: Mr Rens Botha: Cell No: (082) 8089560
APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.
FOR ATTENTION: Mr Ntwe MJ

POST 42/100: ENGINEERING TECHNICIAN (CIVIL) WATER USE LICENSING ADMINISTRATION
GRADE A REF N: 061219/21 (X2 POSTS)
Branch: Chief Operations Office North West

SALARY: R311 859 per annum (OSD)
CENTRE: Hartbeespoort North West
REQUIREMENTS: A National Diploma in Engineering or relevant qualification in the fields of civil engineering, agricultural engineering, water resources engineering or environmental engineering. Three (3) years post qualification technical (Engineering) experience. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES: Reviewing integrated water use licence applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES: Mr Rens Botha; Cell No: (082) 8089560
APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or deliver at Mega City Shopping Centre, Corner Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr Ntwe MJ

POST 42/101: ENVIRONMENTAL OFFICER PRODUCTION: WATER USE AUTHORISATION REF NO: 061219/22 (X6 POSTS)
Branch: Chief Operations Office
SD: Water Use Licensing Administration

SALARY: R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
CENTRE: Bronkhorstspruit (X4 Posts) Lydenburg (X2 Posts)
REQUIREMENTS: A relevant National Diploma in Environmental Management or Natural Science. Practical experience in the field of water quality management will be an added advantage. Knowledge of Water Quality Management as well as an understanding of prevailing principles of integrated water resource management and Knowledge of catchment management will be an additional requirement. Understanding of the National Water Act. A valid drivers license (Attach certified copy). Willingness to travel extensively and work irregular hours. Good computer literacy and report writing skills.

DUTIES: Processing of Water use license applications in the Olifants Water Management Area. Provide comments on environmental impact assessments, environmental programs, reports and development applications in the Olifants Water Management area. Liaise with stakeholders in the water sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results.

ENQUIRIES: Mr Sydney Nkuna, Tel No: (013) 759 7317
APPLICATIONS: Bronkhorstspruit and Lydenburg: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
FOR ATTENTION: Ms. Mkhwanazi FM

POST 42/102: ENVIRONMENTAL OFFICER PRODUCTION: GRADE A-C REF NO: 061219/23 (X3 POSTS)
Branch: Chief Operations Office Limpopo

SALARY: R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
CENTRE: Polokwane
REQUIREMENTS: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES: Assist in the evaluation of Local Government and development licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuance of licences. Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Technical expertise in the assessment of the impact of local government and development Activities on Water Resources. Liaison with other authorising departments on Local government and development applications issues. Draft record of recommendation (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses.

ENQUIRIES: Mrs A.D Maumela Tel No: (015) 290 1358
APPLICATIONS: Polokwane: Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, AZMO Place Building (Registry Office 4th floor).

FOR ATTENTION: MP Makgakga Tel No: (015) 290 1386
POST 42/103: ENVIRONMENTAL OFFICER PRODUCTION: GRADE A-C WATER RESOURCE PROTECTION REF NO: 061219/24
Branch: Chief Operations Office North West

SALARY: R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
CENTRE: Hartbeespoort North West
REQUIREMENTS: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES: Assist in the evaluation of Local Government and development licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuance of licences. Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Technical expertise in the assessment of the impact of local government and development Activities on Water Resources. Liaison with other authorising departments on Local government and development applications issues. Draft record of recommendation (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses.

ENQUIRIES: Ms W Ralekoa: Cell No: (060) 9819853
APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr Ntwe MJ

POST 42/104: ENVIRONMENTAL OFFICER PRODUCTION: GRADE A-C WATER RESOURCE PROTECTION REF NO: 061219/25
Branch: Chief Operations Office North West

SALARY: R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

CENTRE: Hartbeespoort

REQUIREMENTS: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement

DUTIES: Assist in the evaluation of Local Government and development licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuance of licences. Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Technical expertise in the assessment of the impact of local government and development Activities on Water Resources. Liaison with other authorising departments on Local government and development applications issues. Draft record of recommendation (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses.

ENQUIRIES: Ms W Ralekoa: Cell No: (060) 9819853

APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr Ntwe MJ

POST 42/105: ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: WATER USE LICENSING ADMINISTRATION REF NO: 061219/26
Branch: Chief Operations Office North West

SALARY: R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)

CENTRE: Hartbeespoort

REQUIREMENTS: A National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Ability to work flexibly on a range of assignments and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES: Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil
conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analyzing, and interpreting environmental and economic data. Examine the exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modeling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations, or to raise awareness of environmental consequences.

ENQUIRIES: Ms W Ralekoa: Cell No: (060) 9819853
APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.
FOR ATTENTION: Mr Ntwe MJ
POST 42/106: ENVIRONMENTAL OFFICER PRODUCTION GRADE A:C WATER USE LICENSING ADMINISTRATION REF NO: 061219/27
Branch: Chief Operations Office North West

SALARY: R272 739 – R473 574 per annum (OSD) (Offer based on proven years of experience)
CENTRE: Hartbeespoort
REQUIREMENTS: A National Diploma in Environmental Management or Natural Sciences in the fields of Hydrology and Botany. One year working experience, including internship or experiential learning will be an added advantage. A valid driver’s licence (Attach certified copy). Ability to work flexibly on a range of assignments and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
DUTIES: Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analyzing, and interpreting environmental and economic data. Examine the exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modeling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations, or to raise awareness of environmental consequences.
APPLICATIONS: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION: Mr Ntwe MJ

POST 42/107: PROVISIONING ADMINISTRATION OFFICER REF NO: 061219/28
Branch: Chief Operations Office KZN

SALARY: R257 508 per annum (Level 07)
CENTRE: Durban

DUTIES: Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, Administer goods receipts and goods issue. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Supervise personnel.

ENQUIRIES: Mr Mi Ndlouv Tel No: (031) 336 2768
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/108: ADMINISTRATION OFFICER: EWULAAS REF NO. 061219/29 (X2 POSTS)
Branch: Chief Operations Office: Mpumalanga

SALARY: R257 508 per annum (Level 07)
CENTRE: Bronkhorstspruit (X1 Post) Lydenburg (X1 Post)

DUTIES: Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES: Mr Sydney Nkuna Tel No: (013) 759 7317
APPLICATIONS: Bronkhorstspruit and Lydenburg: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION: Ms. Mkhwanazi FM
POST 42/109 : ADMINISTRATION OFFICER: WATER USE LICENSING AND REGISTRATION REF NO: 061219/30
Branch: Chief Operations Office KZN
SD: Usuthu CMA

SALARY : R257 508 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A National Diploma/Bachelor Degree in Public Management/Administration. One (1) to three (3) years working experience in administration. Experience in regulatory environment will be an added advantage. A valid driver’s licence (certified copy must be attached). Experience in maintaining registers and database. Experience in report writing and drafting of submissions. Knowledge and understanding of administrative procedures. People and diversity management skills. Excellent client orientation and customer focus. Good communication skills both verbal and written. Good accountability and ethical conduct skills.

DUTIES : Processing of Water Use Licence Applications: advice applicants on statutory, procedural requirements and related procedures. Processing of applications and collating documentation for review purposes. Preparation of applications for preliminary and final review by Water Use Licence. Assessment Advisory Committee. Setting up notification of site inspections. Preparation and submission of applications to National Office. Drafting and preparation of licences to the Regional Director. Drafting of all related correspondence and updating of schedules. Maintain registers and databases. Conduct photocopying and filing. Conduct administrative duties related to Stream Flow Reduction Activity Licence Applications i.e. identifying the need for and co-ordinating site inspections for Re-inspections provide copy permits/licences. Processing change of land ownership and reporting of alleged unlawful plantings. Provide administrative and secretariat support to Licence Assessment Advisory Committee i.e. manage diary. Co-ordinate meeting dates for the year; prepare agendas, proof reading of documents for review; compile and type minutes. Ensure follow-up actions on drafting letters and recommendations. Provide feedback to applicants. Provide advice on statutory and procedural requirements. Telephonic assistance with the completion of forms. General enquiries; invoices and statement enquiries etc. Supervision of staff is essential.

ENQUIRIES : Mr SO Naidoo Tel No: 031 336 2700
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION : The Manager (Human Resources)

POST 42/110 : ACCOUNTING CLERK (SUPERVISOR): REVENUE MANAGEMENT REF NO: 061219/31
Branch: Chief Operations Office KZN
Div: Financial Accounting-KZN (WTE)

SALARY : R257 508 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Senior/Grade 12 certificate. Three (3) to five (5) years’ experience in the Revenue Administration. A valid driver’s license (Certified copy must be attached). Good knowledge of the PFMA, Treasury Regulations and other relevant legislation. Good working knowledge of SAP and Persal. High level of computer literacy skills. Knowledge of accounting principles. Good interpersonal and problem solving skills. People and diversity management, client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct. Ability to work under pressure.

DUTIES : Provide financial administration of SAP. Manage the collection of revenue in the Region. Handle payments in suspense account and do follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports. Manage minor revenue projects. Manage revenue customer service office

ENQUIRIES : Mr M Ndlovu, Tel No: (031) 336 2700.
APPLICATIONS : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION : The Manager (Human Resources).
**POST 42/111**: ADMINISTRATION OFFICER: WATER USE AUTHORISATION REF NO. 061219/32
Branch: Chief Operations Office: North West

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

**CENTRE**: Hartbeespoort North West


**DUTIES**: Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the updating of the Electronic Water Use Licence Application and Authorization System (e-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support e-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

**ENQUIRIES**: Mr Rens Botha: Cell No: (082) 8089560

**APPLICATIONS**: Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION**: Mr M.J. Ntwe

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**POST 42/112**: CHIEF ADMINISTRATION CLERK REF NO: 061219/33 (X2 POSTS)
Branch: Mpumalanga Dir: Institutional Establishment Warms

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

**CENTRE**: Mbombela


**DUTIES**: Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

**ENQUIRIES**: Mr. Sydney Nkuna

**APPLICATIONS**: Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION**: Ms. Mkhwanazi FM

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**POST 42/113**: CHIEF ADMINISTRATION CLERK WATER RESOURCE PROTECTION REF NO: 061219/34
Branch: Chief Operations Office North West

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

**CENTRE**: Hartbeespoort North West
REQUIREMENTS:
A Senior/Grade 12 Certificate. Three (3) to five (5) years related experience. A valid drivers licence (Attach certified copy). Computer literate and proficiency in programs such as MS Word, PowerPoint, Access, Outlook and Excel. Knowledge of the Public Service Act and Regulations. Knowledge of Administration Procedures, Knowledge of Batho Pele Principles, Report writing skills, General knowledge of information systems, Data capturing skills, Office and Project Management Skills.

DUTIES:
Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

ENQUIRIES:
Mr Rens Botha: Cell No: (082) 8089560

APPLICATIONS:
Hartbeespoort: Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr.James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION:
Mr M.J. Ntwe

POST 42/114:
SUPPLY CHAIN PRACTITIONER REF NO: 061219/35 (X2 POSTS)
Branch: Finance (WTE)
CD: SCM
Div Inventory and Buyer

REQUIREMENTS:
A National Diploma or Bachelor’s Degree in Supply Chain Management/Purchasing/Logistics Management or relevant qualification. One (1) to (2) years experience in Supply Chain Management preferably in logistics and inventory management. A valid drivers license (Attach certified copy). Knowledge of procurement administrative procedures. Knowledge of Basic financial management and financial legislation, financial systems, GRAP and PFMA. Disciplinary knowledge of labour law, dispute resolution process and labour relation policies. 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:

ENQUIRIES:
Ms Puseletso Mathiso Tel No: (012) 336 7093 / 6827

APPLICATIONS:
Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION:
Ms. LI Mabole

POST 42/115:
PERSONAL ASSISTANT REF NO: 061219/36
Branch: Chief Operation Office: Eastern Cape

REQUIREMENTS:
A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in rendering secretarial duties rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
DUTIES: Provide personal assistance, including a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilize discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes/decisions and communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager’s budget. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.

ENQUIRIES: Ms P Makhanya, Tel No: (043) 604 5401
APPLICATIONS: Ms P Makhanya, Tel No: (043) 604 5401
FOR ATTENTION: Mr M. Zenzile, Tel No: (043) 604 5528.

POST 42/116: SENIOR WATER CONTROL OFFICER REF NO: 061219/37 (X2 POSTS)
Branch: IBOM Eastern Operations
Re-advertisement; applicants who have previously applied are encouraged to re-apply)

SALARY: R208 584 per annum (Level 06)
CENTRE: Wagendrift Dam (X1 Post)
REQUIREMENTS:


ENQUIRIES: Mr. SE Shange Tel No: (033) 239 1900
APPLICATIONS: Mr. SE Shange Tel No: (033) 239 1900
FOR ATTENTION: Ms. T Sindane
NOTE: When applying please indicate Centre.
**POST 42/117**: ADMINISTRATION CLERK REF NO: 061219/38 (X4 POSTS)

Branch: Chief Operations Office Polokwane

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

**CENTRE**: Limpopo

**REQUIREMENTS**:

**DUTIES**:
- Assess completeness of the Water Use Licence Applications. Capturing water use applications in the Water Use Authorization and Registration Management System (WARMS). Maintaining water use data in WARMS. Auditing of synergy between hardcopy forms and WARMS. Mapping data correlation with other systems. Auditing the completeness of the data before input in WARMS. Communicating monthly status of captured water use application to WARMS manager. Opening files for water use application according relevant filing prescripts. Keeping a record of water use applications. Filing correspondence with the clients. Ensuring effective operations of hardcopy file tracking system. Ensuring the water use registration website is up-to-date and has all water use registration products. Support and provide reports to the WARMS Manager.

**ENQUIRIES**: Mr N Mphuma Tel No: (015) 290 1477

**APPLICATIONS**:
Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki and Joubert Streets, Azmo Place Building (Registry Office 4th floor).

**FOR ATTENTION**: MP Makgakga, Tel No: (015) 290 1386

**POST 42/118**: ADMINISTRATION CLERK REF NO: 061219/39

Branch: Chief Operations Office
Div: Auxiliary Services - KZN

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

**CENTRE**: Durban

**REQUIREMENTS**:
- A Senior/Grade 12 certificate. Receptionist, front line/Office Admin short courses /certificate will be as an added advantage. (Certified copy must be attached). Good written and verbal communication skills. Ability to learn the Departmental service delivery components. Must be able to operate a switchboard. Must be computer literate with typing skills. Must be able to organize and prioritise work and have telephone etiquette. Must be able to communicate in English and Zulu. Ability to take initiative and work independently.

**DUTIES**:
- Provide administrative support to Corporate Services. Compile VA2 of the section. Record all incoming mail and invoices from Stakeholders. Prepare and compile submissions as per the request. Issuing of access cards to staff and visitors. Order access cards and keep registers. Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the Departmental services. Keep the reception area clean and tidy at all times. Receive visitors. Update internal telephone directory and keep a database of received documents. Responsible for reporting faults on the telephone system to the service provider. Utilize the telephone management system to monitor telephone costs, including printing reports and verifying information, keeping and completing registers pertaining to the telephone system.

**ENQUIRIES**: Mr B Sishi, Tel No: (031) 336 2700.

**APPLICATIONS**:
Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

**FOR ATTENTION**: The Manager (Human Resources).

**POST 42/119**: ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) REF NO: 061219/40

Branch: IBOM Central Operation

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

**CENTRE**: Gariep Dam
REQUIREMENTS: A Senior/Grade 12 certificate. One (1) to (2) two years experience in Supply Chain Management will serve as an added advantage. Computer literacy (Ms work, excel and power point). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of 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: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. 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 – coding 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 SM Segalo Tel No: (051) 754 0001
APPLICATIONS: 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

POST 42/120: PROVISIONING ADMIN CLERK REF NO: 061219/41 (X2 POSTS)
Branch: Chief Operations Office KZN (WTE)

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
REQUIREMENTS: A Senior/Grade 12 Certificate. Computer Literacy (Excel and Word). Knowledge of (SAP) will be added advantage. Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines. Knowledge of supply chain management will be an added advantage.


ENQUIRIES: Mr MI Ndlovu, Tel No: (031) 336 2768
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
FOR ATTENTION: The Manager (Human Resources)

POST 42/121: PROVISIONING ADMIN CLERK REF NO: 061219/42
Branch: Chief Operations Office KZN
Div: Asset Management (WTE)

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
REQUIREMENTS: A Senior/Grade 12 certificate. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. A valid driver’s license (Attach certified copy). Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of SAP. Computer literacy with sound knowledge of Ms Office Suite, preferably Excel. Good written and verbal communication skills

DUTIES: Verify the existence of assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded.

ENQUIRIES: Mr MI Ndlovu Tel No: (031) 336 2768
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/122: ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: 061219/43
Branch: Chief Operations Office KZN

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban

DUTIES: Answering telephone customer queries, print invoices and statements as requested by our clients. Perform cashier functions. Assist walk-in clients with their queries. Do customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Perform debt management and customer relations management.

ENQUIRIES: Mr M Ndlovu, Tel No: (031) 336 2768
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/123: ACCOUNTING CLERK REF NO: 061219/44
Branch: Chief Operations Office KZN

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
REQUIREMENTS: A Senior/Grade 12 certificate. Experience in Administration/Finance will be an added advantage. A valid driver's license will serve as an added advantage. Good financial management skills. A sound knowledge of the Public Service Financial Management prescripts, Basic Accounting System (BAS), PERSAL and Treasury Regulations. Well-developed planning and organizing skills. Excellent problem solving skills, good communication (written and verbal) skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.

DUTIES: Capture payments on BAS and LOGIS. Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Follow up reports: S and T advance report and unpaid EBT control account. Ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations. Filing of paid stamps and stubs.

ENQUIRIES: Ms N Nyangintsimbi Tel No: (031) 336 2845
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/124: ACCOUNTING CLERK WTE (FINANCIAL ACCOUNTING) REF NO: 061219/45
Branch: Chief Operations Office KZN

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban
REQUIREMENTS: A Senior/Grade 12 certificate. Good financial management skills. A sound knowledge of the Public Service Financial Management prescripts and Treasury Regulations. Knowledge of SAP and PERSAL will be an added advantage. Well-developed planning and organizing skills. Excellent problem solving skills, good communication both written and verbal skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.

DUTIES: Capture payments on SAP. Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Check S & T claims. Ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations.

ENQUIRIES: Mr Ml Ndlovu: Tel No: 031 336 2768
APPLICATIONS: Durban, Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

FOR ATTENTION: The Manager (Human Resources)

POST 42/125: HUMAN RESOURCES CLERK REF NO: 061219/46
Branch: Chief Operations Office, Eastern Cape

SALARY: R173 703 per annum (Level 05)
CENTRE: King William’s Town

DUTIES: Handling of Recruitment and Selection processes which includes advertising, appointments and serving as a secretariat during shortlisting and interviews. Handle transfers, verification of qualifications, absorptions, and probationary periods. Implementation of conditions of service which include terminations, pension administration, long service recognitions, housing, leave administration, leave audits, medical aid, injury on duty, overtime, relocation, PILIR and allowances. Regular maintenance of HR workflow database. Implementation of PMDS on Persal. Ad Hoc duties will be required from time to time. Maintain HR registers and filing system of HR personnel. Co-ordinate Performance Management Development System (PMDS) and Training and Development.

ENQUIRIES: Mr. M Zenzile Tel No: (043) 604 5528
APPLICATIONS: King William’s Town: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William’s Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William’s Town.

FOR ATTENTION: Mr M. Zenzile Tel No: (043) 604 5528
POST 42/126: ASSISTANT TECHNICAL OFFICER REF NO: 061219/47
Branch: Planning and Information
SD: Analytical Services

SALARY: R173 703 per annum (Level 05)
CENTRE: Roodeplaat Dam
REQUIREMENTS: A Senior / Grade 12 Certificate with mathematics/Mathematics Literacy. One (1) to two (2) years’ experience in Laboratory services will be an added advantage. Computer literacy (Microsoft Word and Excel). A valid driver’s license. (Attach a certified copy). Good interpersonal and communication skills. Self-motivated and willingness to work in a team. Must be able to work overtime when necessary. Knowledge of the Occupational Health and Safety Act. (OHS).


ENQUIRIES: Ms. J Lekekiso, Tel No: (012) 808 9750
APPLICATIONS: Roodeplaat Dam, 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 Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms. Li Mabole
POST 42/127 : ADMINISTRATION CLERK REF NO: 061219/48
Branch: Chief Operations Office Mpumalanga

SALARY : R173 703 per annum (Level 05)
CENTRE : Mbombela
REQUIREMENTS : A Senior / Grade 12 Certificate. Knowledge of administration procedures. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administration statistics. Knowledge and understanding of Registry procedures and processes. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal and written). Accountability and ethical conduct.

DUTIES : Render general clerical support services. Record, organize, store and retrieve correspondence and data (line function). Update registers and statistics. Distribute documents/packets to various stakeholders as required. Provide registry counter services. Provide supply chain management support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Handle incoming and outgoing correspondence. Provide personnel administration clerical support services within the component. Issue and collect files from officials. Provide financial administration support services in the component. Capture and update expenditure in the component. Open and close files. Monitor messenger services.

ENQUIRIES : Ms. P Mphila, Tel No: (013) 759 7504
APPLICATIONS : Mbombela: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr MJ. Nzima

POST 42/128 : ACCOUNTING CLERK PRODUCTION REF NO: 061219/49
Branch: IBOM: Eastern Operation

Re-advertisement; applicants who have previously applied are encouraged to re-apply)

SALARY : R173 703 per annum (Level 05)
CENTRE : Midmar Dam (Howick)
REQUIREMENTS : A Senior/Grade 12. Certificate Financial management experience and SAP certificate will be an added advantage. Knowledge of financial management related legislation i.e. PFMA and its regulations and SCM regulations. GAAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal skills. Basic knowledge of financial management.

DUTIES : Receive invoices from vendors and keep accurate invoice register. Liaise with different sections within the department regarding source documents. Compile source documents and capture invoices to pay vendors including processing of journals on SAP system. Check and capture of payroll allowances and deductions, overtime, standby on Persal system including attending to related queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute all stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.

ENQUIRIES : Mr S Ngobese Tel No: (033) 239 1900
APPLICATIONS : Midmar Dam (Howick), Please forward your application quoting the reference number to: The Director: Eastern Operations, Department of Water and Sanitation, Private Bag X24, Howick, 3290. Hand deliver at Department of Water and Sanitation, R103 Prospect Road, Midmar Dam, Howick, 3290.

FOR ATTENTION : Ms T Sindane

POST 42/129 : SECRETARY REF NO: 061219/50
Branch: Finance: (WTE)
CD: SCM
Dir: Inventory Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A Senior Certificate and certificate in Secretariat Services. One (1) to (2) two years experience in secretarial duties will be an added advantage. Knowledge of
DUTIES

Provides secretarial, receptionist and clerical support service to the directorate. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manage and coordinate the diary of the Director by recording appointments and events. Compilation and coordination of documents for the directorate and Director. Operate office equipment like fax and photocopy machines. Liaise with internal and external stakeholders, travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Record minutes during the meetings for the Director when required. Process and manage all travel arrangements for the Directorate. Process all travel and subsistence claims and all invoices that emanate from the activities of the work for the directorate. Draft routine correspondence and reports and administers matters such as leave, PMDS, training, registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Maintain a proper electronic and manual filing system for the office of the Director. Prepare refreshments (e.g. coffee, tea) were requested for Director’s meetings. Maintain office hygiene of the office for the Director. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the directorate. Studies relevant public service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist in the directorate.

APPLICATIONS

Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

ENQUIRIES

Ms N Maluleka, Tel No: (012) 336 8466

FOR ATTENTION

Ms L Maboile

POST 42/130

SECRETARY REF NO: 061219/51

Branch: planning and information
CD: water monitoring and information

SALARY

R173 703 per annum (Level 05)

CENTRE

Pretoria (Head Office)

REQUIREMENTS

A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years’ experience in secretarial duties will be an added advantage. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

DUTIES

Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manages and coordinates the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Records minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the Director. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to
prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

ENQUIRIES
: LZ Maswuma Tel No: (012) 336 8784

APPLICATIONS
: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION
: Ms. Li Mabole

POST 42/131
: SECRETARY REF NO: 061219/52
Branch: IBOM Central Operation

SALARY
: R173 703 per annum (Level 05)

CENTRE
: IBOM (Pretoria)

REQUIREMENTS
: A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years experience in secretarial duties will be an added advantage. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

DUTIES
: Provides secretarial/receptionist and clerical support service to the manager. Receives telephone calls and messages for the manager and channel calls to relevant role players if needed be. Manage and coordinate the diary of the manager by recording appointments and events. Do all required typing in the office of the manager. Operates office equipment like: fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collect all relevant documents and information to enable the manager to prepare for meetings. Record minutes of the meetings of the manager when required. Process all travel and subsistence claims and all invoices that emanate from activities for work of the manager. Drafts routine correspondence, reports and administers matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant function.

ENQUIRIES
: Mr KP Kunene, Tel No: (012) 741 7336.

APPLICATIONS
: IBOM Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, NWRI: Central Operations, Private Bag X273, Pretoria, 0001 or hand deliver applications at NWRI: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001.

FOR ATTENTION
: Mr. L Manganyi.

POST 42/132
: SECRETARY REF NO: 061219/53
Branch: Chief Operations Office KZN
Div: Planning and Information-KZN

SALARY
: R173 703 per annum, (Level 05)

CENTRE
: Durban

REQUIREMENTS
: A Senior Certificate and a certificate in Secretariat Services. One (1) to (2) years’ experience in secretarial duties and general administration will be an added advantage. Knowledge of administrative procedures. Basic financial management and knowledge of PFMA. Computer literacy (Ms Excel, Ms Word and PowerPoint). Good people and sound organizational skills. High level of reliability. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Ability to work under pressure, independently and handle confidential matters.
**DUTIES**

Provide a secretarial / receptionist support service to the Director. This will entail alia, receive telephone calls and refer the calls to the correct role players if not meant for the relevant Manager. Record appointments and events in the diary of the Director. Type documents for the Director and other staff within the unit. Operate office equipment like fax machines and photocopies. Provide a clerical support to the Director. This will entail, inter alia, the following: Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the Director and staff in the unit. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the manager when required. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescriptions/policies and procedures applicable to the Director’s work to ensure efficient and effective support to the Director.

**ENQUIRIES**

Mr M Singh Tel No: (031) 336 2748

**APPLICATIONS**

Durban: Please forward your applications quoting the reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

**FOR ATTENTION**

The Manager (Human Resources)

**POST 42/133**

**CLEANER REF NO: 061219/54**

Branch: Chief Operations Office Northern Cape

Div: Human Resource

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Upington

**REQUIREMENTS**

An ABET certificate. Knowledge of cleaning principles. Knowledge of chemical use (dilution/mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations.

**DUTIES**


**ENQUIRIES**

Ms N Gool 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
APPLICATIONS: Hand Delivery: Room 1031, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho. Post to: The Premier, Private Bag X0047, Bhisho, 5605.

FOR ATTENTION: L Van Zuydam/. Nkonki

CLOSING DATE: 06 December 2019

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference. Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 42/134: DIRECTOR – GENERAL

REF NO: OTP 00/11/2019

(Salary – Year Performance Based Contract)

SALARY: R1 978 533 – R2 228 820 per annum (Level 16) (An all-inclusive remuneration)

CENTRE: Head Office-Bhisho

REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Management, Public Administration or other relevant qualification as recognized by SAQA. A relevant qualification in Labour Law will be an added advantage and 8 to 10 years’ experience at senior management level, of which 3 years must have been with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

DUTIES: The successful candidate as the Head of Department and Accounting Officer of the Office of the Premier, will be responsible to ensure integrated delivery to the citizens of the Eastern Cape through strategic leadership, critical intervention and coordinating effective Provincial governance This entails: Serving as Secretariat to the Executive Council Administering intergovernmental relations between the Province of the Eastern Cape and other provinces as well as national departments and national government components Administering intra-governmental cooperation between the Office of the Premier and the various Eastern Cape Provincial departments, including the coordination of their actions and legislation. Providing institutional development and organisational support services to ensure that the Provincial Administration has sufficient capacity to effectively and efficiently deliver on its mandate. Ensure monitoring and evaluation of performance of the Provincial Administration, and coordination of provincial policy and planning. Rendering effective and efficient executive, communications and legal support services and implementing intergovernmental and stakeholder relations. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Medium-term Strategic Framework. Implementing good
governance systems and compliance monitoring frameworks. Efficiently managing corporate services in the Department.

ENQUIRIES:
Mr. L. Van Zuydam/ Ms. P. Mwanda; Ms. S. Nkonki Tel No: (040) 609 6403/6157 6460

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS:
Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William’s Town, for the attention of Mr. M Madonci or Post To The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605
Enquiries: can be directed to Ms Z. Moyeni at 043 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110.
Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at Tel No: (043) 705-5650/Ms P. Kula Tel No: (043) 705-5638.

CLOSING DATE:
06 December 2019

NOTE:
Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 42/135:
DEPUTY DIRECTOR: GENERAL PAYMENTS REF NO: DSD/2019/11/01
Re-advertised

SALARY:
R733 257 per annum (Level 11)

CENTRE:
Provincial Office

REQUIREMENTS:
Standard 10/Grade 12 plus a B Degree/National Diploma in Commerce/Financial Management/ Auditing/ Accounting services/Financial Planning Services, with five years’ relevant experience in Payments/Internal Control/Pre-Audit/ Accounting services/ Financial Planning services of which 3 years should be at supervisory or Assistant Director level in Payments/ Internal Control/Pre-Audit/ Accounting services/ Financial Planning services. A valid South African driver’s license is a prerequisite. Competencies: Excellent project management and stakeholder management capabilities, exceptional computer skills (Microsoft Applications), effective communication skills, innovation capabilities, organizing, planning, presentation, negotiating, decision making, analytical interpersonal and both written and verbal communication skills, and problem solving skills. A clear understanding of public sector legislative (PMFA and related Regulations, and GRAP, ability to work under pressure and to meet deadlines.

DUTIES:
ENQUIRIES : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110

POST 42/136 : COMMUNITY DEVELOPMENT SUPERVISOR GR1 REF NO: DSD/2019/11/02 (X4 POSTS)

SALARY : R363 801 per annum
CENTRE : BCM
REQUIREMENTS : Grade 12 plus A Degree in Social Science with Developmental economics/National Diploma in Development Studies/Community Development plus a minimum of 7 year’s recognizable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. A valid South African driver’s license. Competencies: Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project management skills.

DUTIES : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development to perform administrative support on development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

ENQUIRIES : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110

POST 42/137 : SOCIAL WORK SUPERVISOR GR1 REF NO: DSD/2019/11/03 (X1 POST)

SALARY : R348 228 per annum
CENTRE : BCM: Zwelitsha
REQUIREMENTS : Grade 12 plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver’s license. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

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

ENQUIRIES : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110

POST 42/138 : COMMUNITY DEVELOPMENT PRACTITIONER GR 1 REF NO: DSD/2019/11/04 (X7 POSTS)

SALARY : R217 659 per annum
CENTRE : BCM
**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

can be directed to Ms Z. Moyeni at Tel No: 043 605-5110 OR Mr M. Madonci Tel No: 043 605-5110

**APPLICATIONS**

**Head Office:** Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No 5 Eales Street, Wilton Zimasile Mkwaiy building, King William’s Town, 5605 Enquiries – Ms. R. Loots Tel No: (043) 492 0949

**Amathole District:** Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Eico Building, East London, 5201 Enquiries Mr. Trevor Jantjies Tel No: (043) 704 7806/083 454 9993

**Chris Hani District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320 Hand deliver to: No 6 Ebden Street, Queenstown, 5319 Attention Mr. X. Kwanini Tel No: (045) 492 0030/065 596 8907

**OR Tambo District:** Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mhtata, 5100 Hand deliver to: human Resource Management, 6th Floor, Botha Sgcru Building, corner Leeds and Owen Street, Umtata. Attention Ms. N. Kenqa Tel No: (047) 502 9211/079 554 6886

**Joe Gqabi District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No 2 Cole street, Aliwal North, 9750 Attention Mr Y Dlamkile: Tel No: (051) 492 4774/071 812 6015

**Nelson Mandela District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003,Port Elizabeth, 6003 OR Hand deliver to: 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth: Attention Mr A Kitching Tel No: (041) 492 1231/1230

**Alfred Nzo District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff Attention Mr Gugwana Tel No: (039) 254 0960/082 542 4726

**Closing Date:**

06 December 2019 @ 12H00

Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at http://www.info.gov.za/documents/forms/empoly.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver’s license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be
subjected to a personnel suitability check (criminal record check, citizen verification, financial/asset record check, qualification/study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

POST 42/139 : DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: DSRAC 01/11/2019

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration)
CENTRE : Head Office

DUTIES : Provide human resource administration services. Manage the coordination of HR utilization and development programmes. Manage and facilitate the provision of labour relations services. Manage the provisioning of Organisational Development Services. Manage the Development and Maintenance of the Organisational Structure and Facilitation of Job Evaluation Process. Manage and facilitate the provision of employee wellness and programmes. Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfil its role in delivering a service to the communities / clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e Auditor General, DPSA, etc.). Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

ENQUIRIES : R. Loots Tel No: (043) 492 0949

OTHER POSTS

POST 42/140 : DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DSRAC 02/11/2019

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : An appropriate Bachelor’s Degree or National Diploma in Labour Relations or Labour Law/ Public Management/ Social Science with labour Relations or Labour law as majors. 5 years’ relevant experience of which three (3) years must be at an Assistant Director level/ Junior Management level experience in the Labour Relations environment. Good communication skills (verbal, presentation and report writing). A practical understanding of the Public Service prescripts dealing with misconduct. Public Service Act, Public Service Regulation, and PSCBC Resolution no.2 of 1999 as amended by Resolution no1 of 2003, the relevant provisions a chapter 7 of the SMS handbook and Labour Relations Act, Proven Managerial and leadership credentials. Computer Literacy. Sound knowledge of labour legislation and labour relations practices. Good negotiation, conflict management, strategic capability, administration and analytical skills. Ability to plan and organize. An understanding of the Public Service Regulatory Framework. Computer literacy in all MS Office packages. A Valid code 08 driver’s licence.
DUTIES: Manage the implementation of the grievance procedures. Facilitate investigation of grievances. Handle disputes/appeals upon unfair labour practice and for unfair dismissal. Make appropriate recommendations. Monitor the implementation of decisions. Compile and submit reports to the Office of Public Service Commission; Treasury; OTP; etc. Manage the handling of disputes (unfair labour practices, unfair dismissal). Represent the departmental at Commission for Conciliation Mediation and Arbitration/Bargaining Council. Monitor the implementation of the awards. Compile reports and submit to the top management. Manage the handling of Disciplinary matters. Facilitate investigations of disciplinary cases. Ensure the protection and confidentiality of the information gathered during investigation Deal with employees' representative queries on a matter under investigation. Ensure that sound labour relations between management Labour through functional and active Labour Forum at Head Office and District offices. Analyse labour relations trends within the department and prepare recommendations to management. Render Labour Relations support both to Head office and District offices’ matters. Monitor the Implementation of the outcome of the disciplinary hearing. Implement appeals’ outcomes arising from disciplinary hearings. Management of resources. Manage human resources. Ensure effective management of all physical assets. Compile, control and monitor the budget. Working knowledge of Persal.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/141: DEPUTY DIRECTOR: CULTURAL AFFAIRS (X2 POSTS)

SALARY: R869 007 per annum (Level 12) (An all-inclusive remuneration)
CENTRE: Alfred Nzo District Ref No: DSRAC 03/11/2019
OR Tambo District Ref No: DSRAC 04/11/2019

REQUIREMENTS: B Degree in Arts and Culture/ Museum & Heritage/Libraries coupled with 10 years’ experience in the field of Cultural Affairs. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years’ experience at Assistant Manager Level. Knowledge of Government prescripts, Treasury Regulations, PFMA and policies. Good communication skills. Ability to meet deadlines. Must be able to analyse and implement policies. Knowledge of Arts and Culture, Museum & Heritage and Libraries prescripts. Problem-solving skills. Knowledge of finances and the budget process. Computer literacy. A valid driving licence. (People with disability and females are encouraged to apply).

DUTIES: Manage and provide leadership to Cultural Affairs which include Library & Information Services, Arts & Culture as well as Museum & Heritage. Develop and maintain strategic linkages with other government departments, municipalities and other relevant stakeholders. Manage the implementation of the district Operation Plan. Manage the budget of the component and align it with Strategic and Operation Plan of the Department. Manage Cultural Affairs resources. Manage and monitor all activities of Cultural Affairs in the District to ensure that the Departmental goals are achieved. Co-ordinate the implementation of Arts & Culture, Museums & Heritage as well as Library & Information Services Legislation and policies in the District.

ENQUIRIES: Ms. Kenqa Tel No: (047) 502 9211 Tambo
Mr. Gugwana Tel No: (039) 254 0960 Alfred Nzo

POST 42/142: DEPUTY DIRECTOR: SPORT & RECREATION REF NO: DSRAC 05/11/2019

SALARY: R869 007 per annum (Level 12) (An all-inclusive remuneration)
CENTRE: Amathole District

REQUIREMENTS: An appropriate bachelor’s degree/Diploma in the field of Sport & Recreation coupled with 10 years’ experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem-solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. A valid driving license (People with disability and females are encouraged to apply).

DUTIES: Planning of the sub-directorate and the district operational plans. Ensure compliance with Conditional Grant Framework. Prepare budgets, procurement plans and cash flow projections in line with the Business Plan, Provincial and National Directives. Synchronise the operational plans with budget and business plans. Provide strategic leadership and ensure capacity building. Assist and facilitate the implementation of mass participation programmes in the following areas: School Sport, Club...
Development, Recreation Development, Sport Academy, Sport Councils. Implement programmes in line with policy directives and political imperatives. Implement and monitor nation directives for the programme. Manage the utilization and safe-keeping of assets. Ensure a productive organizational culture.

ENQUIRIES: Mr. T. Jantjies Tel No: (043) 492 1836

POST 42/143: DEPUTY DIRECTOR: SCM (DEMAND & ACQUISITION) REF NO: DSRAC 06/11/2019

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration)
CENTRE: Head Office
REQUIREMENTS: A three (3) year Degree; National Diploma or an equivalent on NQF level 6 with knowledge of Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain Management/ Logistics Management. Seven (7) years’ procurement experience of which three (3) years should be supervisory level and one (1) year in Demand and Acquisition Management. Knowledge of Supply Chain Management framework; financial systems (System capability – LOGIS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills.

DUTIES: Assist the department in procurement planning, implementation and control. Facilitating goods and services demand for the Department. Establishing procurement plan for the Department. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analysing and review of specifications and terms of references for goods and services. Determine procurement method. Record management. Follow up on outstanding unpaid orders. Facilitate cancelation of unused orders. Manage and control commitments of the Department.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/144: SENIOR LEGAL ADMIN OFFICER (OSD) REF NO: DSRAC 07/11/2019

SALARY: R473 820 – R533 772 per annum (MR6) (An all-inclusive remuneration)
CENTRE: Head Office
REQUIREMENTS: An LLB or recognised four-year legal degree. At least 8 years’ appropriate post qualification advisory/civil high court litigation experience. Admission as an Attorney/Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/Administrative Law/ Labour Law/Contracts Management will be an added advantage. A valid code 08 driver's license is essential. Computer literacy and proficiency is essential.

DUTIES: To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Present on and advise on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome. Draft legal documents and advise on the drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/145: ASSISTANT DIRECTOR: RECORDS MANAGER (ARCHIVES) REF NO: DSRAC 12/11/2019

SALARY: R470 040 per annum (Level 10) (An all-inclusive remuneration)
CENTRE: Head Office
REQUIREMENTS: Tertiary qualification in Archives and Records Management field with 3 years’ experience in the field of Archives of which 2 years should be at supervisory level. Knowledge of the Provincial Archives and Records Act and related legislations. Extensive knowledge of archival and records management systems and procedures. Knowledge of current archival and records management policies. Good knowledge of electronic records management practices and procedures. Computer and IT literacy. Extensive experience in records management work in governmental bodies. Good
oral and written communication skills. Presentation skills. Be a team worker. Must be in possession of a valid code 08 drivers’ licence.

**DUTIES**: Responsible for managing all records in accordance with the Provincial Archives and Records Service Act. Liaise with all organs of state regarding proper management of records. Ensure proper maintenance of records in registries of client offices. Evaluate draft file plans for client offices. Initiate and develop training programmes for records management staff in archives and departmental records managers’-ordinate designing and implementation of records management policies and procedures in client offices. Monitor compliance of governmental bodies. Ensure compilation of reports and validation. Monitor interim repository. Monitor appraisal and systematic disposal plans. Assist in management electronic records management systems in liaison with the client offices. Develop guides and directives for paper and electronic records. Monitor unauthorised destruction of records-paper and electronic.

**ENQUIRIES**: R. Loots Tel No: (043) 492 0949

**POST 42/146** : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSRAC 08/11/2019

**SALARY** : R376 596 per annum (Level 09) (An all-inclusive remuneration)

**CENTRE** : Head Office

**REQUIREMENTS** : A Bachelor’s Degree or National diploma in Business Administration/ Public Administration or relevant qualifications. Certificate in monitoring and evaluation certificate will be added advantage. At least three years’ experience in the monitoring and evaluation environment. Proven experience in the development of procedures for data collection and analysis. Knowledge and experience in monitoring and evaluation tools and systems. Good report writing skills. Presentation skills. Computer literacy (MS Word, Excel, Outlook and PowerPoint). Good interpersonal skills, project management skills, strategic thinking, good verbal and communication skills, coordination and facilitation skills, report and business writing skills, planning and organising skills, able to work under pressure, prepared to travel long distances. Good understanding and knowledge of government policies, outcomes, priorities and programmes. Strategic Management within the context of PFMA and other relevant regulatory framework in the Public Service. Reporting, monitoring and evaluation processes. Must be in possession of a valid code 08 driving licence.

**DUTIES** : Facilitate the development and implementation of monitoring and evaluation systems in the Department. Conduct evaluations in partnership with research institutions and institutions of higher learning. Facilitate and manage the development of Departmental Monitoring and Evaluation Reports. Conduct and produce data analysis report on the implementation of Departmental Strategic and Annual Performance Planning in line with Provincial wide Monitoring and Evaluation framework as well as Government Programme of Action. Monitor, evaluate and report on the implementation of Departmental Service Standards, Service Delivery Improvement Plans and Service Delivery Charter. Monitor evaluate and report on the implementation of Departmental Conditional Grants. Undertake any other task as directed by the supervisor.

**ENQUIRIES** : R. Loots Tel No: (043) 492 0949

**POST 42/147** : ASSISTANT DIRECTOR: SPU REF NO: DSRAC 09/11/2019

**SALARY** : R376 596 per annum (Level 09) (An all-inclusive remuneration)

**CENTRE** : Joe Gqabi District

**REQUIREMENTS** : A 3-year degree/Diploma in Social Sciences, Development studies with 3 years of experience in working with designated groups. Or Matric with 10 years’ experience in working Women, Children and Older person, People with disabilities as well as HIV/AIDS. Must be in possession of a valid code 08 driving licence.

**DUTIES** : Facilitate effective mainstreaming issues of designated groups in District. Ensure that the rights of designated groups are promoted, protected and prioritized in the District Office through the recruitment, selection and retention of designated groups. Coordinate, facilitate and participate in District events that promote the rights of designated groups within the District Office. Develop knowledge of legal, strategic framework and mandates at District Level.

**ENQUIRIES** : Mr. Y. Dlamkile Tel No: (051) 492 4774

**POST 42/148** : ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSRAC 10/11/2019

**SALARY** : R376 596 per annum (Level 09) (An all-inclusive remuneration)

**CENTRE** : OR Tambo District
**REQUIREMENTS**

Degree/Diploma in Financial Management or equivalent qualification coupled with 3 years’ experience in the field, with 2 years supervisory experience or Matric coupled with at least 10 years’ experience in Financial Management. Knowledge of Public Service Prescripts such as Public Finance Management Act, Treasury Regulations. Knowledge of PERSAL and BAS. Knowledge of GAAP. Computer Literacy Valid code 08 driving licence.

**DUTIES**

Facilitate financial planning and budget services. Render expenditure, Accounting, Pre-Audit services. Ensure that the prescribed financial procedures and methods are applied and supervise domestic procedures and methods. Supervise the activities of subordinates entrusted with inter alia, the care accounts, vouchers, documents, financial planning and budget, report on budget deviations, cost control and cost analysis programs, internal control and financial administration. Collect and coordinate expenditure planning data. Compile budget proposals on the basis of the financial decisions of the Accounting Officer. Ensure execution of all financial prescripts and procedures of the PFMA and Treasury Regulations.

**ENQUIRIES**

Ms. N. Kenqa Tel No: (047) 502 9211

**POST 42/149**

**ASSISTANT DIRECTOR: LOGISTICS AND STORES MANAGEMENT REF NO: DSRAC 11/11/2019**

**REQUIREMENTS**

A three (3) year Degree or National Diploma in Supply Chain Management/Logistics Management/ Public Management/Public Administration or Commerce, 5 years’ experience in Logistics and Stores Management of which 3 must be at a supervisory level. LOGIS literacy, is a requirement. Knowledge of Public Service Legislation/policies/prescripts and procedures. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Logistical processes and office procedures. Highly motivated, creative and must have an ability to engage with service providers, end – users and stakeholders on matters relating to Logistics, receipts and distribution of goods and services. The ability to plan in tight timeframes and to work under pressure. Computer skills in Microsoft Office applications. Computer Literacy, Good verbal and written communication skills, Conversant to work on LOGIS System. Decision and problem-solving skills. A valid Code 08 Driver’s Licence.

**DUTIES**

Manage the implementation of Logistical procedures and policies. Management of commitments/orders on LOGIS. Management of 0-9 filing system. Maintenance of all relevant registers and reports. Ensures that payment vouchers are submitted to Finance within three days of receipt of a valid invoice. Supervise processes for reporting on Logistics and Stores management practices in the Department. Monitor and oversee the provisioning of logistics and stores services in District Offices. Supervise subordinates and support departmental planning processes.

**ENQUIRIES**

R. Loots Tel No: (043) 492 0949

**POST 42/150**

**LABOUR RELATIONS PRACTITIONER (X3 POSTS)**

**REQUIREMENTS**

BA Degree/Diploma in Labour Law/Labour Relations/Human Resources Management, with a 2 years’ relevant experience in the field or A Matric with 5 years relevant experience in the field of Labour Relations. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of Persal. A Valid code 08 Driving Licence.

**DUTIES**

Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organised labour. Risk identification management. Compilation of monthly and quarterly reports.

**ENQUIRIES**

Mr. V. Ketelo Tel No: (043) 492 0223 (Sarah Baartman District)
Ms. N. Kenqa Tel No: (047) 502 9211 (Or Tambo District)
Mr. Y. Dlamkile Tel No: (043) 492 4774 (Joe Gqabi District)

POTS 42/151 : SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS AND DISPOSAL REF NO: DSRAC 16/11/2019

SALARY : R316 791 per annum (Level 08) (An all-inclusive remuneration)
CENTRE : Alfred Nzo District
DUTIES : Render and Coordinate Logistic, Government Garage fleet Services, Asset and disposal, stores management and registry. Supervise staff in the section. Provide operational and functional control on Logistics, Fleets, Assets and Disposal, Stores management and registry.
ENQUIRIES : Mr. Gugwana Tel No: (039) 254 0960

POST 42/152 : SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: DSRAC 17/11/2019

SALARY : R316 791 per annum (Level 08) (An all-inclusive remuneration)
CENTRE : Nelson Mandela District
REQUIREMENTS : A Degree/Diploma in Finance Administration or equivalent with 2 years’ relevant experience or Matric certificate coupled with a minimum of 5 years’ experience working within the finance environment. Knowledge of relevant government prescripts and financial administration processes. Knowledge of LOGIS, BAS and PERSAL. Good written and communication skills. Good interpersonal skills. Computer literacy. A valid driving licence will be an advantage.
DUTIES : Facilitate payments of service providers within 30 days. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filing system procedure related to financial matters. Implement clearly defied norms and standards of work regarding financial procedure. Maintain payments registers to track all forms of payments.
ENQUIRIES : Mr. A. Kitching Tel No: (041) 492 1234


SALARY : R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Chris Hani District
REQUIREMENTS : A Degree/Diploma in Public Administration/Public Management with 2 years relevant experience in the field. A qualification in Supply Chain Management will be an added advantage. Matric certificate with 5 years’ relevant experience in the field of Fleet Management. Good written and communication skills. Computer literacy. A valid code 08 drivers’ licence.
ENQUIRIES : Mr. Kwanini Tel No: (045) 492 0030

POST 42/154 : ADMIN OFFICER: FACILITIES REF NO: DSRAC 19/11/2019

SALARY : R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : Three-year tertiary qualification in Property Management/Facilities Management/Project Management/Public Administration/Management. Two (2) years functional experience in Facilities and Maintenance environment.
DUTIES : Provide general maintenance of the Department of Sport, Recreation, Arts and Culture properties and facilities. Responsible for ensuring that services for cleaning and gardening are done in the most effective and efficient manner in the Department. Ensure that electricity, plumbing and general maintenance contractors perform as per the Service Level Agreement (SLA). Responsible for procurement of goods and
services for the unit and ensure that contractors are paid in compliance with government rules and regulations. Attend and resolve queries from internal and external stakeholders of the Department. Knowledge of Public Financial Management Act (PFMA), Project Management, Facilities Management/Maintenance, Supply Chain Management, Government Immovable Asset Management Act, Public Service Act (PSA), Labour Relation Act (LRA), Occupational Health and Safety Act (OHSA).


ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/155: PROVISIONING ADMIN OFFICER: LOGISTICS AND DISPOSAL REF NO: DSRAC 20/11/2019

SALARY: R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE: Amathole District
REQUIREMENTS: A Degree/national diploma in Logistics or Supply Chain Management. Matric with 2 years relevant working experience Computer Literacy Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain management Policies and Practises. Financial Accounting. Ability to work under pressure and meet tight deadlines. Ability to physically carry heavy loads. Good communication skills (verbal & written). Computer literate and knowledge of LOGIS is essential. A valid Code 08 driver’s license will be an added advantage.
DUTIES: Facilitate Requisitions, Receipts and Issuing of stores items: Receive requests from departmental staff. Prepare items requested. Render support in maintaining inventory stock level: Analyse inventory levels and ensure that request to replenish is initiated. Assist in preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. Monitor, record and updating of bin cards: update of bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render support in managing stock in the department: Facilitate overall physical count process performed by the inventory unit. Perform spot checks on all items that are on issue voucher. Prepare report for all obsolete items identified during stock counts.

ENQUIRIES: Mr. T. Jantjies Tel No: (043) 492 1836

POST 42/156: INTERNAL AUDITOR REF NO: DSRAC 21/11/2019

SALARY: R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE: Head Office
DUTIES: Provision of innovative, cost effective and value-added business processes and internal control view to ensure good corporate governance in the Department. To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Preparation of reports.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/157: ARCHIVIST REF NO: DSRAC 22/11/2019

SALARY: R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE: Head Office
REQUIREMENTS: Tertiary qualification in Archives and Records Management field. Knowledge of the Provincial Archives and Records Act and related legislations. 2 years’ experience in the records management and archives environment. Extensive knowledge of archival and records management systems and procedures. Knowledge of Archives and Records Service legislation and policies. Knowledge of electronic records management systems. Good management and leadership abilities. Research and report writing skills. Financial Management and budgeting Skills Good communication and presentation skills.
DUTIES: Responsible for managing Government records in accordance with the Provincial Archives and Records Act. Liaise with organs of State regarding proper management and use of records. Supervise proper maintenance of records in registries of client offices of the designated area. Monitor compliance with records management
prescripts. Train records managers of client offices. Conduct records appraisals. Review file plans, policies and procedure manuals. Assist client offices in designing electronic records management environment together with the relevant stakeholders.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/158: ACCOUNTING CLERK: CASH MANAGEMENT REF NO: DSRAC 23/11/2019

SALARY: R173 703 per annum (Level 05) (An all-inclusive remuneration)
CENTRE: Head Office
DUTIES: Collect information around day-to-day financial obligation of the department. Compile and submit cash flow to Provincial Treasury. Reconciliation of cash request, monthly drawings and bank statements. Compile and submit monthly cash flow projection to Provincial Treasury. Effect the department’s revenue transfers to Exchequer account. Assist in preparing Appropriation statement.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/159: ACCOUNTING CLERK: BUDGET MANAGEMENT REF NO: DSRAC 24/11/2019

SALARY: R173 703 per annum (Level 05) (An all-inclusive remuneration)
CENTRE: Head Office
REQUIREMENTS: A three-year Bachelor’s degree or National diploma in Accounting or Financial Management. Knowledge of PFMA and Treasury regulations. Computer literacy, BAS, PERSAL as an added advantage. Ability to work under pressure.
DUTIES: Monitor compliance with respect to Section 45 of the PFMA and advise the Programme and Responsibility Manager in relation to over/under expenditure. Manage, and track incoming and outgoing submission, with the aim of managing commitments, to ensure service delivery is not compromised. Co-ordinate the implementation of Section 43 of the PFMA. Assist in co-ordination of departmental budgets, and ensure they are credible. Assist in the alignment of performance information with the budget. Liaise with all departmental components, and Districts in relation to budget inputs, and consolidate them on a prescribed input. Knowledge and understanding of: the Public Finance Management Act and Treasury Regulations; and General Ledger reconciliation and analysis. Knowledge of travel and subsistence, SCoA, Basic Accounting System (BAS) and PERSAL systems as well as data capturing.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/160: ACCOUNTING CLERK: SALARIES REF NO: DSRAC 25/11/2019 (X2 POSTS)

SALARY: R173 703 per annum (Level 05) (An all-inclusive remuneration)
CENTRE: Head Office

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/161: HR OFFICER: CONDITIONS OF SERVICE REF NO: DSRAC 26/11/2019 (X2 POSTS)

SALARY: R173 703 per annum (Level 05) (An all-inclusive remuneration)
CENTRE: Head Office
DUTIES: Implementation of Service Benefits (Housing allowance, Long Service Recognition Awards, Injury on Duty applications, Service Termination Benefits- i.e. Pension benefits, Leave Gratuity payments, Medical Aid benefits). Leave Administration,

**ENQUIRIES**
R. Loots Tel No: (043) 492 0949

**DEPARTMENT OF TRANSPORT**

*Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer.*

**APPLICATIONS**
Should be directed to: Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schorndorf, King William’s Town. Post to: The acting Director – HRM, Department of Transport, Private Bag X 0023, Bhisho 6005. Enquiries: Mr. Ngcobo Tel No: (043) 604 7400 Ext 7455, Amatole District: Private Bag X9009, East London, 5200; Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000.

**Chris Han:** Private Bag X7185, Queenstown, 5320.

**Joe Gqabi:** Private bag X1001, Aliwal North, 9750.

**O.R Tambo District:** Private Bag X5036, Umtata, 5099.

**Alfred Nzo:** Private Bag X3561, Kokstad, 4700

**FOR ATTENTION**
Mr. T. Gantsho

**CLOSING DATE**
06 December 2019

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

**Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.**

**MANAGEMENT ECHELON**

**POST 42/162**

**DIRECTOR: TRAFFIC INFRINGEMENT MANAGEMENT SERVICES REF NO: DOT**

**01/11/2019**

(12 months contract post)

Re-advertisement

**SALARY**
R1 057 326 – R1 245 495 per annum (Level 13)

**CENTRE**
Head Office

**REQUIREMENTS**

**DUTIES**
Manage provincial traffic infringements: Oversee receiving, recording, processing and management of documents, visitors and enquiries. Manage conversion of paper based Section 56 & 141 documents to electronic documents. Analyse and reconcile traffic law enforcement fees: Reconciliation of fines captured against fines paid. Manage provision of information on unpaid summonses. Oversee the keeping of records of all transactions for audit purposes. Managing SLA’s between the DOT and Magistrate
offices. Managing relations with service providers. Determining and recommending systems for efficient revenue collection. Administer traffic law arising from traffic infringements: Direct Radio Control services including use of Vehicle Deployment Management System (DVMS). Manage accident information collection and processing. Manage Traffic Law Enforcement camera information collection and analysis. Manage processing traffic law information using electronic traffic law enforcement systems. Enforcing payment of outstanding traffic fines. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/163 :  DIRECTOR: INNOVATION AND EMPOWERMENT REF NO: DOT 02/11/2019

SALARY: R1 057 326 – R1 245 495 per annum (Level 13)

CENTRE: Head Office

Conflicts Resolution/Problem Solving.

DUTIES: Manage the assessment of all EPWP projects. Coordinate the identification of projects for EPWP. Liaise with all departmental components to mainstream EPWP into the departmental projects. Develop an assessment tool and monitor its implementation. Produce statistical reports on the impact of. Monitor implementation of EPWP projects. Manage the creation and maintenance of a data base for all EPWP projects. Compile reports on the status of each EPWP project. Analyse reports submitted on each project. Attend to queries raised by project beneficiaries and resolve them. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

OTHER POSTS

POST 42/164 :  DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOT 04/11/2019

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus an appropriate NQF level 7 qualification as recognised by SAQA in Audit and Accounting as major subjects coupled with a minimum of 5 years' experience in an auditing environment of which 3 years must be at supervisory level (Assistant Director Level). Aid driver's license.

DUTIES : Manage the execution of a comprehensive audit plan: Assist in the development of the departmental audit universe, and internal audit plan. Allocate appropriate resources for the audit plan. Manage the internal audit activity: Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the identification of audit risks, development of audit programmes and ensure execution of audits based on audit programme. Execute audit work and review audit work performed. Present findings and audit reports to management and audit committee. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. Performance agreements, work plans and personal development plans (PDP's) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates. Ensure that assets are managed, maintained and safeguarded. Skills and Competencies: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Budget Preparation, Monitoring and Reporting. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds. Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and TeamMate and Good Communication Skills.

ENQUIRIES : can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/165 : DEPUTY DIRECTOR: FINANCE REF DOT: 05/11/2019

DUTIES : Manage the rendering of scholar transport procurements services. Coordinate the drafting of tender specification acquiring scholar transport service providers. Facilitate the drafting of scholar transport contracts. Manage the process of appointment of service providers. Provide sound budget management and payment management services. Guides the budgeting process for scholar transport. Monitor budget spending and recommend corrective measures should over or under spending occurs. Manage accruals and payables. Ensure that PODs, Invoices and Excel Spread sheet data is verified and approved before it is submitted to Head Office. Ensure that comparison between the PODs and invoices against the spread sheet is done. Ensure correctness of PODs before payment is made. Ensure that data captured on BAS interface (system) such as the invoice no, service provider name, receive date, invoice date and invoice amount are correct. Manage timeous payment of service providers, within 30 days. Monitor uploading of payments on BAS Interface. Ensure that exceptions are authorised on BAS. Review payments documents and authorise (payments). Ensure that reconciliations are done on a monthly basis. Provide financial data management services. Verify data coming from districts for correctness. Ensure safe keeping of financial data (records, invoices and payment information). Provide credible financial information and financial reporting. Ensure timeous submission of information to the
Chief Financial Officer. Ensure compliance with legislative prescripts. Ensure timeous responses during the audit. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/166 : CONTROL TECHNICIAN REF NO: DOT 06/11/2019

SALARY : R446 202 per annum (OSD)

CENTRE : Sarah Baartman


DUTIES : Manage technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and asset. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the division. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/167 : ASSISTANT DIRECTOR: ICT SECURITY REF NO: DOT 08/11/2019

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

CENTRE : Head Office


**DUTIES**

Server, Activate Directory Services, Rights Management Services, Group Policy, administration rights delegations, and MS Forefront Identity Manager Systems. Ensure that all users (internal, external and temporary) and their activity on IT systems (business application, IT environment, system operations, development and maintenance) are uniquely identifiable. Enable user identities via authentication mechanisms, confirm that user access rights to systems and data are in line with defined and documented business needs and that job requirements are attached to user identities. Ensure that user access rights are requested by user management, approved by system owners and implemented by the security responsible person. Maintain user identities and access rights in a central repository. Deploy cost effective technical and procedural measures, and keep them current to establish user identification, implement authentication and enforce access rights. Ensure proper controls are in place and effective in order to manage ICT systems (Patching, Anti-virus) Administration of user accounts: Address requesting, establishing, issuing, suspending, modifying and closing user accounts and related user privileges with a set of user account management procedures. Include an approval procedure outlining the data or system owner granting the access Privileges. Perform regular management review of all accounts and related privileges. Provide professional IT support: Administer effective controls on LAN switches and servers. Serve as technical lead on any new project with significant impact on the management of electronic. Identity within the department. Regularly contribute to other delegated assigned IT controls (as per the adopted governance framework, COBIT) to ensure that policies, procedures, and practices, provide a reasonable assurance that the department's objectives will be achieved and undesired events will be prevented or detected and corrected. Perform penetration tests on regular intervals. Develop and update ICT Security policy and procedure. Conduct Risk Assessments, formulate risk register and mitigation measures. Conduct Security awareness workshops.

**ENQUIRIES**

can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

**POST 42/168**

**SALARY**

R376 596 - R454 920 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**


**DUTIES**

Coordinate and guide the planning process for the Chief Directorate. Analyse reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Guide Chief Directorate planning sessions to ensure that issues raised in the Executive Council and in MINMEC are incorporated. Facilitate tabling and discussion of Directorate operational plans and integration of them into a Chief Directorate operational plan. Ensure that Chief Directorate plans are guided by statistical evidence from research conducted by various organs of the state Coordinate and guide the Chief Directorate budgeting process and financial reporting. Facilitate identification of Chief Directorate priorities for the MTEF. Assist directorates to develop cost based budgets that are aligned to the Chief Directorate’s priorities. Ensure that projects identified in the member of executive council (MEC) policy speech are accommodated in the departmental budget. Ensure effective management of grants and donations. Coordinate the development of documents going to the provincial treasurer. Consolidate the budget of the Chief Directorate for submission to the Budget Office. Prepare In-year Monitoring report for the Chief Directorate. Monitor Chief Directorate spending paten to curb under and over spending. Coordinate submission of information requested by the Auditor General. Coordinate implementation of monitoring, evaluation and reporting services. Coordinate the uploading of Chief Directorate information to the MPAT reporting template. Quality check all reports going out of the Chief Directorate. Ensure timeous reporting by the branch. Study reports coming from departmental M&E and facilitate implementation of recommendations. Represent the office of the Chief Director in
strategic meetings when a need arise. Manage the allocated resources of the Office of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458


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

CENTRE: Head Office

REQUIREMENTS: Standard 10/ Grade 12 plus an appropriate NQF level 7 qualification as recognized by SAQA in Behavioural Sciences, Social work/Psychology. 3 years relevant experience at supervisory level or salary level 7/8 in in the Employee Health and Wellness within, Human Resource Management environment, with special focus in the Wellness Management/Therapeutic Counselling. Registration with relevant Professional Association. A Valid driver’s license. Competencies: Research, Report writing, Negotiation skills, Interpersonal relations, Communication( verbal and written), Computer literacy, Analyzing, Conflict Resolution/Problem solving, Presentation, Working in a team, People and Performance Management, Crisis Management, Programme and Project Management, Information Management, Government policies and planning systems, Knowledge of PFMA and Batho Pele Revitalization Strategy.

DUTIES: Coordinates the implementation of wellness programmes, projects, and interventions. Plans, monitor and manages Wellness programmes according strategies, policies and budgetary guidelines. Makes provision for counselling to individual employees and to their immediate family members. Attend to cases referred to EAP, open case file for each case referred, consult with referred employees to identify causes and required interventions. Produce quality reports with recommendations to the supervisor and organise referrals to external institutions when necessary and monitor progress. Identifies and advises employees on personal development needs for individual employees. Analyses and evaluates wellness data and communicate information, statistics and results to various stakeholders and management. Coordinates activities of Peer Educators. Promotes work - life balance for employees. Provides information regarding nutrition and monitors canteen services. Oversees the functioning of gymnasium and other physical and recreational activities at the workplace (if applicable). Manage the allocated resources of the section in with the legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Ensure management, maintenance and safekeeping of allocated assets. Ensure timeliness development of job description and implementation of Work plans and Personal Development Plans (PDP’s) for supervisees. Manage daily employee performance and ensure timely Performance Assessment of all supervisees.

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/170: ASSISTANT DIRECTOR: REVENUE & BUDGET REF NO: DOT 12/11/2019

SALARY: R376 596 - R454 920 per Annum (Level 09)

CENTRE: Sarah Baartman


DUTIES: Provide revenue planning and reporting services; Participate in identification of revenue sources. Participate in setting of budget targets. Communicate revenue
targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Provide revenue collection and reconciliation services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

POST 42/171:
PRINCIPAL ROAD SUPERINTENDENT REF NO: DOT 18/11/2019

SALARY:
R316 791 – R373 167 per annum (Level 08)

CENTRE:
OR Tambo

REQUIREMENTS:

DUTIES:
Supervise the provision of road construction and/or maintenance services through the followin Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Provide support in the development of team members. Manage handling and maintenance of heavy road construction machines and vehicles. Provide mentorship regarding the caring for and handling of all road construction machinery and vehicles. Manage Resources allocated to the post holder including Human Resources. Allocate tasks. Co-ordinate work schedules. Handle basic HR functions. Performance appraisal.

ENQUIRIES:
can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

POST 42/172:
HR CLERK (SUPERVISORY): CONDITIONS OF SERVICES REF NO: DOT 13/11/2019

SALARY:
R257 508 – R303 339 per annum (Level 07)

CENTRE:
Sarah Baartman.

REQUIREMENTS:

DUTIES:

ENQUIRIES:
can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.
POST 42/173 : PERSONAL ASSISTANT (X2 POSTS)

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office

REQUIREMENTS : Standard 10/Grade 12 plus an appropriate NQF level 6 qualification as recognized by SAQA in Secretarial Diploma/Office Management and Technology. 1-2 year experience in rendering a support service to the Manager. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee’s requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitzes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyzes and the information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicate to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager’s budget: Collects and coordinates all the documents that relate to the manager’s budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

POST 42/174 : LAN ADMINISTRATOR REF NO: DOT 16/11/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office

REQUIREMENTS : Standard 10/ Grade 12 plus an appropriate NQF level 6 qualification as recognized by SAQA in Computer Science or National Diploma in Information Technology (communication networks), recognized certification(s) N+ or CCNA will be an added

**DUTIES**

Liaise with the provincial ICTO and SITA for network speed upgrade requirements of the departmental sites. Manage, troubleshoot performance of network infrastructure. Install, setup, configure and monitor local area network (LAN). Oversee and provide project management of cabling contractors and perform quality management in all the sites for handover. Develop network diagrams for all departmental sites. Administer firewall and proxy server to filter internet connectivity to the department. Implement network security, including configuring firewalls, applying cryptography to network applications, managing host security and file permissions. Ensure that ICT policy is adhered to by implementing control measures on the network. Install and configure switches for the department.

**ENQUIRIES**

can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/175**

**ADMIN OFFICER: MONITORING REF NO: DOT 17/11/2019**

**SALARY**

R257 508 - R303 399 per annum (Level 07)

**CENTRE**

Scholar Transport: Chris Hani

**REQUIREMENTS**


**DUTIES**

Monitor implementation of scholar transport programme Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD’s submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate the impact of scholar transport. Liaise with school principals to establish the impact of scholar transport to the academic performance of those learners contracted to scholar transport. Evaluate the impact of scholar transport towards economic development within the district. Produce evaluation report for head office consideration.

**ENQUIRIES**

can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/176**

**ADMIN OFFICER: STAKEHOLDER ENGAGEMENT REF NO: DOT 19/11/2019**

**SALARY**

R257 508 - R303 399 per annum (Level 07)

**CENTRE**

Scholar Transport: Amathole

**REQUIREMENTS**

Standard 10/ Grade 12 plus an appropriate NQF level 7 qualification as recognized by SAQA in Public Relations/Public Administration with 1-2 years’ experience in Public Administration/Public Relations. Competencies and Knowledge: Conflict Resolution. Information Management. Relationship Management. Report writing skills.

**DUTIES**

Coordinate and conduct stakeholder engagement sessions Organize stakeholder engagement sessions for the district. Promote sound working relationship between scholar transport and its stakeholders. Develop a database of all scholar transport stakeholders. Record and administer information received from stakeholder engagement sessions and ensure that it is properly kept. Disseminate information to all stakeholders within the district about any developments or changes in the programme. Conduct mediation, conflict and dispute resolution services Identify risks that are likely to interfere with the smooth running of transportation of learners in the district. Hold meetings with parents, teachers and school governing bodies to discuss scholar transport concerns. Provide administrative support to the mediation process taking place to resolve conflicts and disputes between scholar transport stakeholders.

**ENQUIRIES**

can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/177**

**ACCOUNTING CLERK: REVENUE AND DEBTORS REF NO: DOT 20/11/2019**

**SALARY**

R173 703 – R204 612 per annum (Level 05)

**CENTRE**

Sarah Baartman

**REQUIREMENTS**

A grade 12 certificate or NOF Level 4 with No experience. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data,
operate computer and collate financial statistics. Knowledge of basic financial operating systems (PERSAL, BAS Logis).

**DUTIES**


**ENQUIRIES**

can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/178**

**PRINCIPAL DRIVER/OPERATOR**

**SALARY**

R173 703 – R204 612 per annum (Level 05)

**CENTRE**

OR Tambo Ref No: DOT 21/11/2019 (X16 Posts)
Joe Gqabi Ref No: DOT 22/11/2019 (X5 Posts)
Amathole Ref No: DOT 23/11/2019 (X12 Posts)
Alfred Nzo Ref No: DOT 24/11/2019 (X5 Posts)
Sarah Baartman Ref No: DOT 25/11/2019 (X14 Posts)

**REQUIREMENTS**

Gr 12/ (NQF 4), (Grade 10 certificate or equivalent) Driver’s license (A minimum of Code 8, 10 &E4) PRDP and practical test. Five (5) years’ driving experience. Knowledge: Job Knowledge. Communication. Interpersonal Relations. Flexibility.

**DUTIES**

Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/179**

**REGISTRY CLERK REF NO: DOT 31/11/2019 (X2 POSTS)**

**SALARY**

R173 703 – R204 612 per annum (Level 05)

**CENTRE**

Head Office

**REQUIREMENTS**

A grade 12/NQF Level 4 certificate. No experience. Knowledge competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills competencies: Computer skills. Interpersonal relations. Communication skills (Verbal & written). Planning and organisation.

**DUTIES**

Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail, Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

POST 42/180: DRIVER/OPERATOR

SALARY: R145 281 – R171 138 per annum (Level 04)

CENTRE:
- OR Tambo Ref No: DOT 26/11/2019 (X13 Posts)
- Joe Gqabi Ref No: DOT 27/11/2019 (X4 Posts)
- Amathole Ref No: DOT 28/11/2019 (X7 Posts)
- Alfred Nzo Ref No: DOT 29/11/2019 (X7 Posts)
- Sarah Baartman (Ref No: DOT 30/11/2019 (X16 Posts)

REQUIREMENTS:
- NQF level 3 (Grade 10 certificate or equivalent). Driver’s license (A minimum of Code 10) C1PRDP and practical test. Five (5) years’ driving experience.
- Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
- Skills: Communication. Ability to read and write. Good eyesight.

DUTIES:
- Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458
Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

MANAGEMENT ECHELON

POST 42/181: HEAD OF DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE REF HOD: PW & IS

This post has been advertised previously. This is a re-advertisement of the same post, applicants who have applied in response to the first advertisement, need not to apply again.

SALARY: R1 978 533 per annum (All-inclusive remuneration package) Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES: Mr. A.J. Venter Tel No: (051) 405 4926

APPLICATIONS: Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955

FOR ATTENTION: Ms J Kleynhans
NOTE: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Fax or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed. Applicants that previously applied for the advertised posts may re-apply. A security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CLOSING DATE: 13 December 2019 at 16:00

POST 42/182: HEAD OF DEPARTMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD: AGRIC

This post has been advertised previously. This is a re-advertisement of the same post, applicants who have applied in response to the first advertisement, need not to apply again.

SALARY: R1 978 533 per annum (All-inclusive remuneration package) Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A Post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government
ENQUIRIES : Mr. A.J. Venter. Tel No: (051) 405 4926
APPLICATIONS : Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955.

FOR ATTENTION
NOTE : Ms J Kleynhans
Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers’ licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed. Applicants that previously applied for the advertised posts may re-apply. A security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CLOSING DATE : 13 December 2019 at 16:00

SALARY : R1 057 326 per annum. (Level 13) (An all-inclusive salary package)The remuneration package includes a basic salary, State’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE REQUIREMENTS : Bloemfontein
A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector Key Competencies and Skills: Knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of Provincial Government. Working knowledge of MS Word, Excel and PowerPoint. Have the ability to execute research and analyze complex information to compile documents. Co-ordinate and integrate the activities of the office. Work under pressure. Excellent interpersonal relations skills.

DUTIES : It will be expected of the successful candidate to perform the following duties: Manage Engagements of the Director General. This entails inter alia the following: Ensure that the Personal Assistant compile realistic programmes of appointments and journeys for the Director General; and Liaise with and/or sensitize the DG regarding priority appointments. Render administrative support services. This entails inter alia the following: Set up and maintain systems in the Office of the DG that will contribute towards improving efficiency in the office; Ensure, oversee and advise on the effective flow of information and documents to and from the Office of the Director General; Oversee the safekeeping of all documentation in the Office of the Director General; Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders; Draft responses with regard to more complex issues for internal and external stakeholders; Prioritize issues in the Office of the Director General; Co-ordinate and compile reports of a transverse nature for the
Director General and advise/sensitize the DG on reports to be submitted by Provincial Departments, Municipalities, Components etc; Follow-up on reports to be submitted by Provincial Departments, Municipalities, Components, etc. to the Office of the Director General; and Develop presentations and speeches for the Director General. Execute research, analyze information and compile complex documents for the DG. This entails inter alia the following: Research and compile comprehensive documents (not linked to a specific line function) for the Director General with regard to issues forthcoming from meetings such as FOHOD, Municipal Managers meeting etc; Compile EXCO Memoranda and memoranda with regard to sensitive issues that are not linked to a specific line function; and Scrutinize complex submissions/reports and make abbreviated notes and/or recommendations for the Director General. Provide support to the Director General with regard to meetings. This entails inter alia the following: Scrutinize documents to determine actions/information/documents required for the meeting; Record minutes/decisions and communicates to relevant role-players, follow-up on progress made and prepare briefing notes for the DG; Arrange for the placements of items on the agenda of meetings chaired by the DG and to ensure circulation of accompanying memoranda; and Ensure that the logistical arrangements for meetings are executed. Manage the budget of the Office of the Director General. This entails inter alia the following: Determine and collate information with regard to the budget needs of the Office of the Director General; Keep record of expenditure commitments, monitor expenditure and alert the DG with regard to possible over- and under spending; and identify the need to move funds between items, compile submissions for this purpose. Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Director General. This entails inter alia the following: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; and Remain abreast with the procedures and processes that apply in the Office of the Director General. Build the necessary capacity with regard to Office Support in the Offices of Heads of Department in the FSPG; Liaise and communicate on a regular basis with the Offices of Heads of Department and ensure that Support Personnel of Heads of Department understand how the FSPG functions and the expectations with regard to documents to be submitted to the Office of the Director General.; and Co-ordinate and advice on the necessary training programmes for Office Support Staff in the Offices of the Heads of Department. The management of resources to ensure that the objectives of the component are achieved. This entails inter alia the following: Management of staff within the Sub-Directorate; The development of Job Descriptions within the Sub-Directorate; The performance management of staff within the Sub-Directorate; Facilitation of training interventions; and Give strategic direction, guidance and advice to staff within the Sub-Directorate.

ENQUIRIES : Mr. A.J. Venter, DDG: Corporate Administration and Coordination Tel No: (051) 405 4926.

APPLICATIONS : Posted to: Ms. Lerato Motsie, Office of the Premier, Human Resources Advice, Coordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8, Ground floor, OR Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za.

NOTE : Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver’s License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

CLOSING DATE : 06 December 2019 at 16:00
POST 42/184 : DIRECTOR: PROVINCIAL BURSARY MANAGEMENT REF NO: 2/2019

SALARY : R1 057 326 per annum. (Level 13) (An all-inclusive salary package) The remuneration package includes a basic salary, State’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Key Competencies And Skills: Special knowledge of relevant frameworks applicable to Major Government Programmes that must be implemented. Special knowledge on the co-ordination and implementation of substantial programmes/projects. Strategic thinking, project management, financial management and organizing skills.

DUTIES : It will be expected of the successful candidate to perform the following duties: Manage, coordinate, guide and support all local and international bursaries. This include inter alia the following: Recruitment of students; Screening and short listing of candidates; Pre-tertiary induction; Logistical arrangements for departure to tertiary; Monitoring and assessment of academic progress through interpretation of results and remedial recommendations; Provision of academic & psychosocial support; Manage the provision of student support desk to provide assistance and guidance to all local and international bursars; and Provide administrative and supply chain management support services. Manage and coordinate stakeholder management for full-time bursaries for the FSPG. This include inter alia the following: Liaise with post school institutions; Coordinate annual student visits; Enhance adherence to protocol issues and liaison with IGR; Monitor academic progress through interpretation of results; and Identify donors and mobilise resources for bursaries. Manage resources of the Directorate. This include inter alia the following: Provide strategic direction in terms of provincial skills development; manage the budget as Responsibility Manager; manage human resources in line with applicable legislation and policy frameworks; and Manage equipment and assets in line with prescriptions and policy guidelines.

ENQUIRIES : Mr. B. Mthembu, Chief Director: Provincial HR Development, Tel No: (051) 403 3903.

APPLICATIONS : Posted to: Ms. Lerato Motsie, Office of the Premier, Human Resources Advice, Coordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8, Ground floor, Or Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za.

NOTE : Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver’s License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

CLOSING DATE : 06 December 2019 at 16:00
ANNEXURE W

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS

To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thusong Centre next to Home Affairs.

FOR ATTENTION

Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment

CLOSING DATE

06 December 2019, 12h00. No late applications will be considered.

NOTE

Applications must be submitted on a Z83 form, obtainable from any public service department or from website which must be completed in full. Candidates must attach their 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. It is the Department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Only Women and people with disabilities will be considered for this post). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Succeeding the interviews and written exercise, the selection panel will recommend candidates for SMS posts to attend a Generic Managerial Competency Assessment in compliance with the DPSA Directive and authorised Competency Assessment tools.

MANAGEMENT ECHELON

POST 42/185

DIRECTOR- STAKEHOLDER MANAGEMENT REF NO: REFS/004774

Directorate: Stakeholder Management

Please note that this is a re-advertisement and people who applied previously are encouraged to apply.

SALARY

R1 057 326 per annum (all-inclusive package)

CENTRE

Johannesburg (Head Office)

REQUIREMENTS

Grade 12 plus Bachelor degree (NQF Level 7) in Business Management/Community Development/Development Communications/Governance or equivalent NQF Level 7 qualification as recognised by SAQA. 5 years’ experience at a middle managerial level in community/stakeholder projects and programmes. A valid driver’s license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Honesty and Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills. Strong leadership and managerial qualities, a good track record working with multi stakeholders, a proven track record in negotiating strategic partnerships on behalf of government, proven track record in the implementation of Intergovernmental Relations strategies and frameworks Understanding of government communication environment, framework and prescripts. Job related skills: Communication (verbal and written), Interpersonal relations, Analytical thinking, Conflict Management, Decision making.

DUTIES

Management of the directorate, develop, manage and implement a stakeholder engagement strategy, Intergovernmental relations framework and Strategic Partnerships framework, develop and implement policies to enhance the performance and realisation of the departmental goals, translate stakeholder interests into programmes and projects for consideration by the department and the MEC, coordinate and manage the Intergovernmental relations structures of the department, track the implementation of the decisions of the intergovernmental relations structures of the department, Identify, negotiate and implement the strategic partnerships for the department, establish and maintain good relations between GDARD and other departments, facilitate the implementation of the MEC’s stakeholder engagement programme, perform mobilisation activities on behalf of the department, conduct follow
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 should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

Closing date: 06 December 2019

Note: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration.

If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POST

POST 42/186

Assistant Director: Logistics Support

Ref No: REFS/004779

Salary: R376 596 per annum (plus benefits)

Centre: Johannesburg

Requirements: Grade 12 certificate plus NQF 5 – certificate in Facilities Management (with minimum of 120 credits) or Diploma (NQF 6) in Facilities (related disciplines). Minimum of 5 years’ practical (proven) work experience within building/facilities related environment. Knowledge of buildings systems (viz: HVAC, lifts including uninterrupted Power Suppliers Systems). Coordination of client related services (e.g. executive meetings organisation including off site). Valid driver’s license will be an added advantage.

Duties: Supervision of all matters related to Auxiliary Services including but not limited to Maintenance. Ensure Legislative compliance in relations to the building including but not limited to OHSHA and Building Regulations Act. Liaise with all Internal and external stakeholders like the Municipal which has jurisdiction over the buildings which are under the department including Department of Infrastructure Development. Client Relations Management- monitor internal and external service delivery for the sub directorate.

Enquiries: Mr. Oscar Baloyi Tel No: (011) 689 4648

DEPARTMENT OF HEALTH

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

Erratum: Kindly note that the post of Keyboard Operator (For Leratong Hospital) with Ref No: LERA/KBO/008 advertised in Public Service Vacancy Circular 41 dated 15 November 2019 has been withdrawn, a corrected advertisement will follow.

Management Echelon

POST 42/187

Chief Director: Supply Chain and Asset Management

Ref No: CD: SC&AM/11/2019

Salary: R1 251 183 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

Centre: Central Office, Johannesburg
**REQUIREMENTS**: An appropriate tertiary qualification (NQF level 7) in Supply Chain Management/Financial Management or equivalent qualification (as required by SAQA) plus 8 -10 years’ relevant working experience in Supply Chain Management, of which 6 years must have been at a senior management level. A valid drivers’ licence. Self-driven, Independent, dynamic, self-confident, a self-starter with client focused approach and attitude. Must demonstrated good interpersonal, people management and leadership skills. The ability to interpret and implement policies and meet deadlines. Understanding of departmental policies and procedures, regulations and amendments, financial management, supply chain management and change management. Knowledge of the Public Finance Management Act, Public Service Regulations, National Treasury Regulations, Guidelines and Directives, Preferential Procurement Policy, Government Supply Chain Management Framework, government financial system (PERSAL and BAS), as well as financial prescripts (GAAP and GRAP).

Planning and organizing. Knowledge of coaching and development people’s skills. The ability to work on tight deadlines and time frames. Must possess good Report Writing Skills, Management skills, Numeracy skills and advanced computer skills. Must be Creative, Dedicated, approachable, hard-working, ethical and trustworthy. The ability to communicate at all levels is important. Administrative and management knowledge, project management, teambuilding, people and interpersonal relations skills are required. Must have excellent Communication skills (verbal and written), Problem-Solving and Interventional Skills. Highly motivated and enthusiastic to contribute to supply chain management services. The ability to lead transformational change in a complex environment and manage change in the institution. Research and policy formulation abilities are required.

**DUTIES**: Provide leadership and strategic direction in the Chief Directorate Manage. Manage and ensure proper monitoring of the department's movable assets. Manage and provide strategic logistical support. Manage and oversee the overall management and monitoring regarding supply chain compliance. Manage, facilitate and co-ordinates contracts. Develop and ensure the implementation of National and Provincial policies procedures, systems and controls. Foster effective relationships with all stakeholders. Formulate and manage the component's budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Provide leadership, strategic direction and policy guidance. Provide management information, statistics and reports to all relevant stakeholders. Advice Chief Financial Officer (CFO) on all supply chain management related matters.

**ENQUIRIES**: Ms. K. Lehloenya Tel No: (082) 050 6829

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

**FOR ATTENTION**: Recruitment and Selection

**NOTE**: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to
once in the health sector at least at middle management
skills. Willing to work after hours,
ey executive management
nning of financial
rt to the Hospital Board. Responsible for
ity and in line with the PFMA; ensure that goods and
ment to improve health

NOTE
FOR ATTENTION
APPLICATIONS
ENQUIRIES
DUTIES
REQUIREMENTS
POST 42/188
CLOSING DATE
SALARY
CENTRE
POST 42/188
CHIEF EXECUTIVE OFFICER REF NO: CEO/11/2019
(S-Year Fixed Term Contract Appointment Based on Performance)
R1 057 326 per annum (all-inclusive remuneration package, of which a portion can be
structured according to the individual’s needs)
Leratong Hospital
A degree/advanced diploma in a health-related field, registration with the relevant
professional body, a post graduate degree in management. A minimum of five to ten
years management experience in the health sector at least at middle management
level. A valid driver’s licence is an inherent requirement. Competencies: Knowledge of
relevant legislation such as National Health Act, Public Finance Management Act
(PFMA), Public Service Act; and related Regulations and policies. Core Competencies:
Strategic capability and leadership, Programme and project management, Financial
Management, Change management, People management and empowerment.
Process Competencies: Service delivery innovation, Knowledge management,
Problem solving and analysis, Communication, Client orientation and customer focus.
Plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and
administrative support services through working with the key executive management
team at the hospital within the legal and regulatory framework; to represent the hospital
authoritatively at provincial and public forums; to provide strategic leadership to
improve operational efficiency within the health establishment to improve health
outcomes. Strategic Planning; prepare a strategic plan for the hospital to ensure that
it is in line with the 10-point plan, national, provincial, regional and district plans.
Financial Management: maximize revenue through collection of all income due to the
hospital; ensure that the hospital is managed within budget in line with the PFMA and
relevant guidelines; ensure that adequate policies, systems and procedures are in
place to enable prudent management of financial resources, planning of financial
resource mobilization, monitoring and evaluation and asset and risk management.
Facility Management: ensure business support and systems to promote optimal
management of the institution as well as optimal service delivery; ensure that systems
and procedures are in place to ensure planning and timeous maintenance of facilities
and equipment. Human Resource Management: develop, implement and maintain
human resource management policies and guidelines, systems and procedures that
will ensure effective and efficient utilisation of human resources; promote a safe and
healthy working environment through compliance with relevant legislation including
occupational health and safety committees. Ensure continuous development and
training of personnel and implement monitoring and evaluation of performance.
Procurement and Management of Equipment and Supplies: implement a procurement
and provisioning system that is fair, transparent, competitive and cost effective in terms
of provincial delegated authority and in line with the PFMA; ensure that goods and
services are procured in a cost effective and timely manner. Clinical and Corporate
Governance: oversee clinical governance to ensure high standards of patient care;
establish community networks and report to the Hospital Board. Responsible for
corporate governance inclusive of infrastructure planning and maintenance as well as
occupational health and safety; manage the institution’s risks to ensure optimal
achievement of health outcomes. Report writing skills. Willing to work after hours,
standby or on call basis.
Ms Lerutla Tel No: (081) 721 3501
Applicants must quote the relevant reference number and direct applications to the HR
Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or
posted to Private Bag X085 Marshalltown 2107.
Recruitment and Selection
It will be required of the successful candidate to undergo an appropriate security
clearance (where applicable). An indication in this regard will facilitate the processing
of applications. Correspondence will be limited to shortlisted candidates only. If you
have not been contacted within three months after the closing date of this

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advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will have to undergo full security vetting. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

CLOSING DATE: 06 December 2019

Directorate: Corporate Services

SALARY: R1 057 326 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE: Central Office, Johannesburg

REQUIREMENTS: NQF level 7 Tertiary qualification in Business Management qualification. Post Graduate qualification in ICT will be an added advantage. 5 years’ experience at middle management in ICT Systems and Infrastructure Operations Management environment. ICT systems and Infrastructure Operations experience within either the Public or Private sector. COBIT and ITIL qualifications and experience would be advantageous.

DUTIES: Manage both the technical and managerial aspects of the ICT Systems and Infrastructure Directorate. Ensure continuous improvement of the GDOH ICT Systems and Operations strategies. Review, updated and communicate ICT Systems and Infrastructure policies, practices and standards. Ensure Systems and ICT Infrastructure are optimally deployed and provide availability in line with Departmental service offering. Manage the service level agreements of appointed Infrastructure Operations and Systems service providers. Act as the single point of engagement with Gauteng Department of E-Government with regard to ICT Infrastructure Operations and Systems related matters. Mentor and support GDOH facility ICT Managers, where applicable. Maintain and improve ICT systems and infrastructure for GDOH facilities. Function as the single point of contact for all GDOH related ICT Systems and Infrastructure Operations Management matters i.e. request for information. Conduct regular assessment to ensure GDOH facilities complies with the relevant ICT Systems and Infrastructure operations policies and practices. Define appropriate ICT systems and infrastructure operations strategies to optimise systems and operational services in line with the required facility services. Ensure adherence to Executive Management Governance processes and practices. Contribute to the definition of appropriate ICT systems and infrastructure architecture and strategies.

ENQUIRES: Mr. Solly Cave Tel No: (072) 873 8814
APPLICANTS : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

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

CLOSING DATE : 06 December 2019

POST 42/190 : DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: D: HRM/11/2019
Directorate: Human Resource Management

SALARY : R1 057 326 per annum (All-inclusive remuneration package of which a portion could be structure according to the individual’s needs)

CENTRE REQUIREMENTS : Johannesburg Health District
A SAQA recognized NQF Level 7 tertiary qualification in Human Resources Management. Five (5) years applicable experience at Middle manager level in Human Resources Management sphere. Knowledge of the public management framework and Human Resource policies. Strategic, Leadership and business partnering. Problem solving and decision-making skills. Good communication skills. Advance computer skills. Willingness to travel and work irregular hours. A valid driver’s license. Good interpersonal relations and working in a team.

DUTIES : Overall management of the Human resource department of the District including labour relations. Occupation health & safety and human resource development. Oversee the development and implementation of business plans outlining critical strategic/service delivery improvement interventions to be affected in accordance with relevant legislation, the department strategic plans service delivery needs for all units in span of control. Acquire and manage/control funding for such in accordance with the PFMA requirement. Coordinate, develop, implement, monitor, evaluate, improve, control and market human resource administration, development, employee relations and wellbeing. Organizational development as well as employment equity and management information policies strategies/programmes/practices/services within the institution in accordance with legislative determinations, service delivery priorities and customer needs and effective marketing/communication of such. Build sound and
sustainable relationships/partnership with all role players/stakeholders towards the achievement of developmental objectives. Chair various human resource management-based forums/committees. Oversee collation and analysis of data on intervention and reconfiguration of such reporting.

ENQUIRIES : Mrs. ML Morewane (JHB Health District) Tel No: (011) 694 3710/05
APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
FOR ATTENTION : Recruitment and Selection
NOTE : It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Note: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 06 December 2019
Directorate: Stakeholder Management

SALARY : R1 057 326 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs).

CENTRE : Central Office

DUTIES : Develop the multi sector Gauteng Strategic and Implementation Plans on HIV, TB and STIs for 2017 to 2022 NSP and coordinate effective implementation, implement the multi sector Gauteng AIDS Council policy on combination HIV prevention for young
women and their male partners including high risk groups and key populations. Support
development of the community led civil society response to HIV and TB to implement
the Gauteng Strategic Plan on HIV, TB and STIs for 2017 to 2022, Undertake financial
and human resource planning and management. Develop partnerships and manage
stakeholders.

ENQUIRIES
Dr. B Montoedi Tel No: (082) 830 1919

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

FOR ATTENTION
Recruitment and Selection

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

CLOSING DATE
06 December 2019

OTHER POSTS

POST 42/192 HEAD OF DEPARTMENT: SENIOR LECTURER/ADJUNCT PROFESSOR/
ASSOCIATE PROFESSOR/PROFESSOR REF NO: HOD/OBS & GYNAE/11/19
Directorate: Obstetrics & Gynaecology

SALARY
Grade 1: R2 161 416 per annum (all inclusive)
Grade 2: R2 363 379 per annum (all inclusive)

CENTRE
Kalafong Provincial Tertiary Hospital

REQUIREMENTS
MBChB qualifications, MMed (Obstetrics & Gynaecology) or FCOG (Obstetrics &
Gynaecology SA. A valid registration with Health Professions Council of South Africa
(HPCSA) as an Obstetrics & Gynaecology Medical Specialist and proof of current
HPCSA registration. A minimum of ten (10) years’ experience after registration as an
Obstetrics & Gynaecology surgeon. Experience in training and supervision of
undergraduate and postgraduate students. Scientific publication in a peer reviewed
journal (minimum of 3).

DUTIES
Successful candidate will be responsible for the provision of Obstetrics & Gynaecology
quality, cost effective clinical services at Kalafong Tertiary Provincial Hospital. Full time
Clinical Service provision including afterhour’s service (weekdays, weekends and

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Public holiday). Organising Obstetrics & Gynaecology services in the hospital and the sub district in order to achieve quality services that are effective and efficient. Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Obstetrics & Gynaecology academic program. Ensure proper and accurate record keeping as legally and ethical required. Reporting to the Hospital Management on Service delivery, Clinical audits and where necessary quality improvement plans. Train under–and–post graduate students. Provide academic and administrative leadership. Initiate and participate in research activities and publications in accordance with the Faculty plans.

**ENQUIRIES**: Dr. SA Matjila Tel No: (012) 318 6500

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

**NOTE**: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. 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**: 06 December 2019

**POST 42/193**: HEAD OF DEPARTMENT: ORTHOPAEDICS-SENIOR LECTURER/ADJUNCT PROFESSOR/ ASSOCIATE PROFESSOR/PROFESSOR REF NO: HOD/ORTHOPAEDIC/09/19

**DUTIES**: Successful candidate will be responsible for the provision of Orthopedic quality, cost effective clinical services at Kalafong Tertiary Provincial Hospital. Full time Clinical Service provision including after-hours service (weekdays, weekends and Public holiday). Organizing orthopedic services in the hospital and the sub district in order to achieve quality services that are effective and efficient. Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Orthopedics academic program. Ensure proper and accurate record keeping as legally and ethical required. Reporting to the Hospital Management on Service delivery, Clinical audits and where necessary quality improvement plans. Train under–and–post graduate students. Provide academic and administrative leadership. Initiate and participate in research activities and publications in accordance with the Faculty plans.

**ENQUIRIES**: Dr. SA Matjila Tel No: (012) 318 6500
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.

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

CLOSING DATE: 06 December 2019
HEAD OF CLINICAL UNIT: SENIOR LECTURER/ADJUNCT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR REF NO: HOCU/INT MED/11/19

Directorate: Internal Medicine Unit

SALARY:
Grade 1: R 728 807 per annum (all inclusive)
Grade 2: R 890 363 per annum (all inclusive)

CENTRE:
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:
MBCHB qualification. MMed (Internal Medicine). Minimum of three (3) years’ experience after registration with HPCSA. Teaching experience in medical under and postgraduate programmes. Appropriate publication and research record. Experience in training and supervision of postgraduates students.

DUTIES:
Successful candidate will be responsible for the provision of Internal Medicine quality, cost effective clinical services at Kalafong Tertiary Provincial Hospital. Full time Clinical Service provision including afterhour’s service (weekdays, weekends and Public holiday). Review discharge summaries. Assist in Organisation of clinical examination. Lecturing where required. Supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Internal Medicine academic program. Ensure proper and accurate record keeping as legally and ethical required. Reporting to the Internal Medicine Head of Department and Hospital Management on Service delivery, Clinical audits and where necessary quality improvement plans. Assist in coordinating duty list and staff allocation in the department. Act as Head of Internal Medicine Department if the HOD is on leave or not available. Assist in coordination of academic program. Liaise with other departments and hospitals where required.

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

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

NOTE:
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. 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:
06 December 2019

POST 42/195:
SENIOR MANAGER: PHARMACEUTICAL SERVICES (OSD) REF NO: SM:PS/11/2019

Directorate: Pharmaceutical Services and Clinical Support Services

SALARY:
R 322 400 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

CENTRE:
Gauteng Department of Health, Johannesburg

REQUIREMENTS:
B.Pharm or equivalent qualification. Registration with the South African Pharmacy Council, as a pharmacist. At least 3 years’ relevant experience in pharmacy management. A post graduate qualification in pharmaceutical management will be an added advantage. Valid South African driver’s licence. Computer proficiency. Knowledge of supply chain management, financial management, HR management and of legislation relating to the provision of pharmaceutical services. Sound leadership; negotiation skills; analytical skills; communication skills (verbal and written); problem solving skills; planning skills; decision making; team building and organizational skills.
solving and project management skills. Must be able to work under pressure. Achievement driven and self-motivated. Ability to interact with all key stakeholders within and outside the department. Must be a team player.

**DUTIES**

Provide guidance, leadership, and oversight for the effective and efficient provision of pharmaceutical services in the province/realisation of strategic goals and objectives for pharmaceutical services. Ensure the development, updating and implementation of provincial pharmaceutical policies and to facilitate compliance with all relevant legislation, policies and procedures relating to the provision of medicines and pharmaceutical services in the province. Establish optimal functioning of a provincial Pharmaceutical and Therapeutics Committee (PTC) in accordance to the national policy on PTC’s. Provide oversight on efficient and effective budgeting, usage of financial resources, demand planning, procurement, distribution and management of essential medicines to ensure an uninterrupted supply of essential medicines in accordance with the Public Finance Management Act and National Treasury Regulations. To support rational medicine use initiatives in support of medicine usage aligned to the EML and STG’s. Promote patient safety and the effective use of the provincial budgets aligned to strategic objectives of the department. Implement provincial monitoring and evaluation systems for the prevention and early detection of essential medicines stock outs, projects implemented within the province and for outsourced pharmaceutical services projects. Investigate areas of risk, develop and implement a risk management plan for pharmaceutical services within the province. Support workforce management by assisting with recruitment and retention of pharmacy personnel, addressing capacity building needs, training of pharmacy support personnel and advising on HR policies relating to pharmacy staff. Motivate for the provision and maintenance of relevant infrastructure to support the requirements for an information management system, including visibility of data provincially and nationally. Provide oversight of the analysis and dissemination of data relating to pharmaceutical services.

**APPLICATIONS**

Applicants must submit their completed applications on 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. 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. 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. 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. 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.

**ENQUIRIES**

Ms. Nocawe Thipa Tel No: (011) 628-9001

**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 three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. 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. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.” It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications.

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verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with.

The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

**CLOSING DATE** : 06 December 2019

**POST 42/196** : DENTAL SPECIALIST GRADE 1 REF NO: SMUDS/01/19
Directorate: Orthodontics

**SALARY** : R1 106 040 – R1 173 900 per annum (All inclusive package)

**CENTRE** : SMU Oral Health Centre

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dental specialist. The candidate must be in possession of an MDent (Ortho) degree and be registered with the HPCSA as a specialist in Orthodontics for at least 1 to 5 years. The candidate should have experience in undergraduate and postgraduate teaching and training as well as in the management of orthodontic academic, clinical and administrative activities. Research experience & publications, Presentation of Papers/Abstracts at Conferences as well as experience in Online/BlackBoard learning will be added benefits.

**DUTIES** : The successful candidate will perform service rendering pertaining to the speciality of Orthodontics at the centre and in satellite centres serviced by the department. The successful candidate will be involved in undergraduate and postgraduate teaching, training and will participate in the development and management of the Orthodontic Curricula. The successful candidate will also be expected to initiate and participate in research activities of the Department. The candidate must have an idea of, and be prepared to develop himself/herself as an academic and administrator. Additional departmental and school duties will be assigned to the candidate at the HoD’s discretion and where required, to serve as Acting HOD.

**ENQUIRIES** : Prof MPS Sethusa (Orthodontics) Tel No: (012) 521 4853

**APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001.

**FOR ATTENTION NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE** : 06 December 2019

**POST 42/197** : DEPUTY DIRECTOR (MEDICAL PHYSICS) REF NO: HRM 98/2019
Directorate: Medical Physics

**SALARY** : R1 025 316 per annum
### CENTRE
Steve Biko Academic Hospital

### REQUIREMENTS
- Msc (Medical Physics) PhD Medical Physics will be an added advantage. 8 years’ experience practicing as a Medical Physicist (Independent practice). Registration with the HPCSA as a Medical Physicist (Independent Practice). Proven skills on writing bid specifications, acceptance testing and commissioning of high end radiation equipment. Proven record or willingness to teach and supervise students and interns at the Hospital and University level. Proven record or interest in research, teaching and supervision of Honors and Msc students at the University.
- Supervision of routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology. Administrative and Management activities (Internal and external). Ensuring compliance with national and international standards and regulations. Teaching and Training at both University and Hospital Level. External coordination with other institutions in the province or national on Medical Physics activities. Attending and Presenting at Meetings, workshops and CPD lectures both local and internal platforms.

### ENQUIRIES
Mr. V Maselesele Tel No: (012) 354 2317

### APPLICATIONS
Applications must be submitted with a Z83 form accompanied by a comprehensive CV highlighting 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 will be assessed according to the individual’s needs.

### NOTE
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

### CLOSING DATE
06 December 2019

### POST 42/198
**Principal Ref No:** PNR/11/01/2019

**Directorate:** Nursing Education and Training

**Salary:** R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

### CENTRE
Bonalesedi Nursing College, Johannesburg

### REQUIREMENTS
- An appropriate Master's Degree, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional Nurse of which a minimum of 7 years must be in a nursing education institution after qualifying as a nurse educator. Experience in educational programme development, research and 2-3 years’ management experience in nursing education in a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research development and coordination including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

### DUTIES
- Plan and monitor the implementation of a range of Nursing Education and Training programmes. Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Lead strategic and operational planning of the institution and monitor operational planning of the institution. Direct the total quality management system of the institution. Develop regular institutional performance reports.

### ENQUIRIES
Ms. ND Gidimisana Tel No: (079) 881 5707

### APPLICATIONS
Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

**CLOSING DATE** : 06 December 2019

**POST 42/199** : PRINCIPAL REF NO: PRN/11/2019

Directorate: Nursing Education and Training

**SALARY** : R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE REQUIREMENTS** : Rahima Moosa Nursing College, Johannesburg

An appropriate Master’s Degree, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional nurse of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development, research and management experience in nursing education in a college or a higher education institution. Must have a valid driving license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research development and coordination including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
DUTIES
Plan and monitor the implementation of a range of Nursing Education and Training programmes. Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Lead strategic and operational planning of the institution and monitor operational planning of the institution. Direct the total quality management system of the institution. Develop regular institutional performance reports.

APPLICATIONS
Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting 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. People With Disabilities Are Welcome To Apply: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities." It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE
06 December 2019.

POST 42/200
VICE PRINCIPAL: ACADEMIC AND RESEARCH REF NO: VPAR/11/2019
Directorate: Nursing Education and Training

SALARY
R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE
Gauteng College of Nursing (GCON), Johannesburg

REQUIREMENTS
An appropriate Master’s Degree, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional nurse of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme...
development, research and management experience in nursing education in a college or a higher education institution. Must have a valid driving license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting, budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research development and coordination including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

**DUTIES**

To plan, develop and monitor the implementation of a range of Nursing Education and training programmes (undergraduate and post graduate). Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the learning centres/campuses. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structure meeting. Develop and monitor the implementation of policies, programmes, acts and regulations with regard to Nursing Care, advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the National Core Standards in terms of leadership and governance. Provide full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the Department and relevant stakeholders. Formulate and manage the component – budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

**APPLICATIONS**

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

CLOSING DATE : 06 December 2019.
POST 42/201 : VICE PRINCIPAL: ACADEMIC ADMINISTRATION REF NO: CPAA/11/2019
SALARY : R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
CENTRE : Gauteng College of Nursing (GCON), Johannesburg
REQUIREMENTS : An appropriate Master’s Degree, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional nurse of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development, research and management experience in nursing education in a college or a higher education institution. Must have a valid driving license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership.
Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research development and coordination including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
DUTIES : Monitor and evaluate the planning, implementation and evaluation of processes from recruitment to the final certification of students. Planning and co-ordination of college council meetings. Coordination of quality management processes at the campuses. Monitor and evaluate the continuous records management of students in compliance with course requirements. Monitor and evaluate the security of the examination processes. Compilation of programme evaluation reports on impact of programmes for submission to regulatory bodies. Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the learning centres/campuses. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structure meetings. Provide leadership and guidance towards the realization of strategic goals and objectives of the Directorate in establishing the strategic direction of the component. Manage and ensure the integration of nursing education. Manage governance, leadership, legislation and policy as well as maintaining positive practice environments. Develop and monitor the implementation of policies, programmes, acts and regulations with regard to Nursing Care, advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the National Core Standards in terms of leadership and governance. Provide full-time technical and management support to the campuses. Establish, maintain and
ENQUIRIES : Ms. ND Gidimisana Tel No: (079) 881 5707
APPLICATIONS : Applications for Gauteng College of Nursing (GCON), Johannesburg must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

CLOSING DATE : 06 December 2019.

POST 42/202 : MEDICAL PRACTITIONER (OCCUPATIONAL HEALTH) REF NO: MP (OCCH)/11/2019
Directorate: HRD/Employee Wellness

SALARY : R938 964 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE : Central Office, Johannesburg

REQUIREMENTS : MBChB and Occupational Health and or Medicine Diploma/Degree Qualification, registered as an Occupational Medical Practitioner. Specialist Occupational medical Qualification will be an added advantage. A minimum of 5 years working experience as an Occupational Medical Practitioner will be an added advantage. Registration with HPCSA & Registration with relevant professional association SASOM. Knowledge: Extensive knowledge in all relevant OHS Legislation. COIDA processes DoL and Compensation Fund. GDOH Major Transformative Purpose (Vision, Mission) and performance requirements. Management of costed OHS and Wellness operational programs.
DUTIES: Draw structures Medical surveillance as prescribed by OHSA and related regulations; Manage Medical Surveillance inclusive of Biological Monitoring, Initial, periodic and exit medical examination. Advise in the management of occupational injuries and disease; Assist in the management and reporting of injuries on duty and occupational medical emergencies in health care establishments as per exposure of the GDOH employees to occupational hazards; Advise in the management of occupational risks to injuries and diseases among GDOH employees, Certification of fitness for work and return to work; Provide of Occupational Health and Medicine Services in the GDOH Head Office and to institutions as the need may arise; Conduct medical surveillance prescribed by the Act for OMP’s; Develop Risk Based Medical Surveillance Plans; Ensure that compensation for occupational injuries and diseases cases are managed in a prescribed manner; Manage the provision of primary health care services as part of comprehensive occupational health care in GDOH; Collaborate and Participate in disaster management; Collaborate Participate of Health and Safety inspections; Develop and review occupational health protocols, and policy implementation instruments Health education and promotion related to HIV&AIDS and TB; Health and Productivity; SHERO; and Wellness management programmes as part of the Employee Health and Wellness in GDOH. Monitor and manage absenteeism with HR and supervisors. Develop and monitor a Legal Compliance Register for the hospitals. Establish and maintain good relations with OHS Stakeholders and other disciplines within the hospital. Lead the development/review and implementation of all OHS/Wellness initiatives including training. Manage the operations and resources (Human Finance, Equipment, Assets) of the Directorate.

ENQUIRIES: Dr S Senabe Tel No: (086)3075124/G Gemell Tel No: (079) 8817014

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

FOR ATTENTION: Recruitment and Selection

NOTE: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do...
DUTIES
- Plan and coordinate placement of students with all nursing education institutions in the province Evaluation of clinical facilities for compliance to nursing education and practice standards. Monitor and evaluate the quality management of clinical education and training. Manage electronic records of clinical placement and clinical education and training outcomes and competence of students. Recruit and participate in the selection of clinical preceptors. Coordinate the training of clinical preceptors. Develop and maintain a masterplan for clinical placement of students in the province.

REQUIREMENTS
- Master’s Degree/ evidence of being in the process of obtaining Master’s degree. Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

SALARY
- R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

POST 42/203
- CLINICAL COORDINATOR REF NO: CLCO/11/2019
- Directorate Nursing Education and Training

CENTRE
- Gauteng College of Nursing (GCON), Johannesburg

APPLICATIONS
- Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street, Commissioner Street, Johannesburg. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting 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 Qualification 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. People With Disabilities Are Welcome To Apply: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do...
The successful candidate will be required to enter into monitoring and evaluation tools for the possession of a foreign disclosure her or his financial interests. Planning, forecasting and budgeting and monitoring of evidence of being in the process of obtaining Master’s degree. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 December 2019

POST 42/204: PROGRAMME COORDINATOR (UNDERGRADUATE PROGRAMMES) REF NO: PCUP/11/2019

Directorate: Nursing Education and Training

SALARY: R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE: Gauteng College of Nursing, Johannesburg

REQUIREMENTS: Master’s Degree/evidence of being in the process of obtaining Master’s degree. Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES: Facilitate the development of programmes. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation, monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Participate in recruitment, selection, appointment of HODs and the orientation programmes of academic staff.

ENQUIRIES: Ms. ND Gidimisana Tel No: (079) 881 5707

APPLICATIONS: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

NOTE: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting 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

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

**CLOSING DATE** : 06 December 2019

**POST 42/205** : EXAMINATION COORDINATOR REF NO: EXMC/11/2019

Directorate: Nursing Education and Training

**SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

**CENTRE** : Gauteng College of Nursing (GCON), Johannesburg

**REQUIREMENTS** : Master's Degree/evidence of being in the process of obtaining Master's degree. Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years' experience as a professional of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and provide constructive inputs into programme reviews. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Detailed knowledge and understanding of the South African Nursing Council and Council on Higher prescripts governing Nursing Education and assessments. Ability to analyses assessment data and generate reports related outcomes including trend analysis. Good interpersonal skills and ability to work under pressure. Relate well to a diversity
of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate and monitor and evaluate assessment data from multiple sources.

**DUTIES**
- Coordinate the central setting of examinations. Coordinates Internal and External Moderation. Develop an coordinate the implementation of Examination Pathways. Develop and coordinate the implementation of Examination Time Tables. Ensures Security in the distribution of Examination material to and from Campuses and external Moderators. Coordinates Examination and Promotion Committee (EPC) meetings. Monitors the publication of examination results. Develops and schedule for and monitors the viewing and remarking of examination scripts. Coordinates the appeals processes and collates reports for submission to the appeals committee. Develop reports on outcomes of appeals committee meetings for submission to the governing body.

**ENQUIRIES**
Ms. ND Gidimisana Tel No: (079) 881 5707

**APPLICATIONS**
Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

**CLOSING DATE**
06 December 2019

**POST 42/206**
PROGRAMME COORDINATOR (POSTGRADUATE PROGRAMMES) REF NO: PCPP/11/2019
Directorate: Nursing Education and Training

**SALARY**
R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).
CENTRE

Gauteng College of Nursing, Johannesburg

REQUIREMENTS

Master's Degree/evidence of being in the process of obtaining Master's degree. Registration with The South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years' experience as a professional of which a minimum of 7 years' must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

Facilitate the development of programmes and short courses. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardized learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation and monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Co-ordinate the research activities and facilitate research output of campuses. Participate in recruitment, selection, appointment of HODs and the orientation programmes for academic staff.

DUTIES

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting 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 Qualification Authority (SAQA). Candidates will be subjected to security checks. NB attach Z83, curriculum vitae with three references, highlighted and certified copies of ID and qualifications.

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

CLOSING DATE : 06 December 2019

POST 42/207 : REGISTRAR: ACADEMIC AND QUALITY CLINICAL COORDINATOR REF NO: RAQCC/11/2019

DUTIES

- Manage student recruitment and selection. Ensures integrity and security of certification process. Coordinates registration of students with College, SAQA and SANC. Keeps records of course extension, delayed completion, termination and records of RPL. Monitors the placement of Community Services Nurses. Liaises with CHE, SANC, Universities and Private NEIs. Monitor and evaluate the compliance to Memoranda of Agreement between Private NEIs and the Gauteng Department of Health. Monitors the management of general records of students from campuses. Coordinates processes and procedures for graduation. Monitor and evaluate the quality improvement plans of campuses.

ENQUIRIES : Ms. ND Gidimisana Tel No: (079) 881 5707

APPLICATIONS : Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

**CLOSING DATE** : 06 December 2019

**POST 42/208** : DEPUTY MANAGER (NURSING/TRAVEL CLINICS) REF NO: DM (N/TC) 11/2019

**SALARY** : R843 618 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs).

**CENTRE** : Central Office, Johannesburg

**REQUIREMENTS** : Basic qualification: Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A Post Basic qualification in Nursing Administration or Nursing Education. Experience in Travel Clinics will be an added advantage. A minimum of 10yrs/recognizable experience in Nursing after registration as a Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, Nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, International Health Regulation, disciplinary code and grievance procedure, etc. Skills: Leadership, Organizational, Decision making band Problem solving abilities within the limit of the Public Sector and institutional policy framework. Interpersonal Skills including Public Relations, Negotiating and Conflict Handling. Financial and budgetary Knowledge pertaining to the relevant resources under management. Computer Skills in Basic Programs.

**DUTIES** : Coordination of optimal, holistic provisioning of travel medicine and health within set standard and a professional, legal framework. Manage effectively the utilization and supervision of resources (Human Resources, Financial Resources and Services). Coordination of the provision of training and research. Provision of effective support in nursing services. Maintain Professional Growth and self-development.

**ENQUIRIES** : Mr Z Futshane Tel No: (064) 8608687

**APPLICATIONS** : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X089 Marshalltown 2107.
Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 December 2019

POST 42/209: PHARMACY SUPERVISOR REF NO: LRT/PS/0025 (X1 POST)

Directorate: Pharmacy

SALARY: Grade 1: R821 205 – R871 590.per annum (All Inclusive Package)
Grade 2: R897 936 - R953 040 per annum (All Inclusive Package)

CENTRE: Leratong Hospital

REQUIREMENTS: Diploma/Bachelor Degree in Pharmacy, Registration with SAPC as a pharmacist. A minimum of 4 years’ appropriate experience after registration as a pharmacist with SAPC. Project management. Supervisory skills planning and organizing skills. Ability to work as a member for a multidisciplinary team. High level of reliability. Good problem solving and interventional skills and must be able to work under pressure and take initiative. Proficiency in Microsoft office, RDM, Oracle and Rx solution software. Public hospital experience will serve as an added advantage.

DUTIES: Assisting with the overall supervising of the pharmacy including the satellite pharmacy. Ensure availability and accessibility of medicines. Provisioning of high quality pharmaceutical care in the hospital. Project management, Human resources management, staff training, staff appraisals and supervision of work team in pharmacy. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Participate in the implementation of, and compliance with, the National Core Standards in the pharmacy. Conduct regular audits in the Pharmacy and the satellite pharmacy. Adhere to all pharmacy policies and procedures. Deputize for the Responsible Pharmacist/Pharmacy Manager when necessary. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with Performance Management and Development System (contracting, reviews and final assessment).

ENQUIRIES: MSs.R Laher Tel No: (011) 411 3882
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 SAPC registration certificate and proof of current registration with SAPC and attach proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 06 December 2019 (at 12h00 PM)

POST 42/210: REGISTRAR REF NO: REGOP/01/19
Directorate: Oral Pathology

SALARY: R821 205 – R858 711 per annum (All Inclusive)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Registrar Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. The candidate must be registered as a Dentist with HPCSA. Post graduate courses in Anatomy and Physiology is a requirement. Successful applicants will have to terminate their employment contracts elsewhere and enter into a new contract where they will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours.

DUTIES: The successful candidate will pursue a course of five-year full-time study. During this period of study, the registrar will render laboratory based diagnostic services at SMU Oral Health center to the community consulting the center and referred from other institutions. The registrar will be required to execute a research project and be involved in undergraduate and postgraduate teaching, for Oral Hygienist, Dental Therapist and Dentists Degree courses.

ENQUIRIES: Dr B Bunn Tel No: (012) 521 4839
APPLICATIONS: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 06 December 2019

POST 42/211: REGISTRAR REF NO: REGO/01/19 (X2 POSTS)
Directorate: Orthodontics

SALARY: R821 205 – R858 711 per annum (All Inclusive)
CENTRE: SMU Oral Health Centre
## REQUIREMENTS
- Appropriate qualification that allows registration with the HPCSA as a Registrar. Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. The candidate must be registered as a Dentist with HPCSA. Post graduate courses in Anatomy and Physiology is a requirement. Successful applicants will have to terminate their employment contracts elsewhere and enter into a new contract where they will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours.

## DUTIES
- The Registrar will pursue a course of study as full time study over four years and no extension of training time will be awarded. Through the course of the study, the Registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and satellite service clinics and hospitals of the Gauteng Department. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students. The student will register the M Dent degree with the Sefako Makgatho Health Sciences University and abide by rules of engagement with the university.

## ENQUIRIES
- Prof Sethusa Tel No: (012) 521 4853/4

## APPLICATIONS
- Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

## FOR ATTENTION
- Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make any appointment. Persons with disabilities encourages to apply.

## CLOSING DATE
- 06 December 2019

## POST 42/212
- REGISTRAR: REF NO: REGCD/01/19

## SALARY CENTRE
- R821 205 – R858 711 per annum

## REQUIREMENTS
- SMU Oral Health Centre
- Suitable qualification that allows registration with the HPCSA as a Registrar. Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. The candidate must be registered as a Dentist with HPCSA. Post graduate qualification in Dental Public Health or Community Dentistry is a requirement. Experience in working rural institutions e.g. Clinics, Community Health Centres or District hospitals. Experience in Teaching and Learning at a tertiary institution and community service sites. Applicants will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours.

## DUTIES
- The student will register the M Dent degree with the Sefako Makgatho Health Sciences University and abide by rules of engagement with the university. The registrar will pursue a course of study as full time study over four years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Specialist in Community Dentistry. Through the course of the study, the registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health and other Institutions where so required by HOD. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students in Oral Hygiene, Dental Therapy and Deisry.

## ENQUIRIES
- Prof DP Motloba (Community Dentistry) Tel No: (012) 521 4848

## APPLICATIONS
- Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

## FOR ATTENTION
- Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make any appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department.
Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourage to apply.

**CLOSING DATE** : 06 December 2019

**POST 42/213** : DENTIST GRADE 1/2/3 REF NO: SMUDC/01/19

Directorate: Careline

**SALARY** : R797 109 - R884 670 per annum (All Inclusive)

**CENTRE** : SMU Oral Health Centre

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7 years’ appropriate experience after registration with the HPCSA as a Dentist (Independent practice) with some experience of working in a dental training environment as a clinical tutor, must have appropriate clinical skills with special focus in restorative dentistry and emergency care. Proven management skills, excellent interpersonal and communication skills.

**DUTIES** : Service delivery at an emergency unit, including after-hours services as per contract including Saturday duties as per arrangements with the clinical Manager. Delivering of emergency dental care, involvement in the training and supervision of undergraduate students. Involvement in academic research as well the general clinical administration. Additional service delivery as decided upon by the Clinical Manager/CEO from time to time.

**ENQUIRIES** : Dr PRQ Gwengu Tel No: (012) 521 4827/4828

**APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION** : Mrs I Makgatho or Ms Pretty Rangoato

**NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE** : 06 December 2019

**POST 42/214** : REGISTRAR CORPORATE AFFAIRS REF NO: RCA/11/2019

Directorate: Nursing Education and Training

**SALARY** : R733 257 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

**CENTRE** : Gauteng College of Nursing, Johannesburg

**REQUIREMENTS** : An appropriate bachelor’s degree/ Advanced National Diploma (NQF level 7) in Public Administration Management or equivalent qualification. A relevant post-graduate degree/qualification (NQF Level 8) will be an added advantage. A minimum of 10 years’ relevant work experience in corporate services with at least 5 years’ experience in a junior management level. Computer certificate or Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook) Valid driving licence. An understanding of the Department of Higher Education and Training’s strategic vision and priorities, Knowledge of Public Service act. Employment of Educators Act, Labour Relations Act and Public Financial Management Act; Archives Act, Knowledge of Policies and Legislation governing nursing education and training, Knowledge of Policies and Legislation of the Public Services and employment Services in South Africa. Knowledge of Council on Higher Education accreditation regulations for Nursing Education and Training. Quality assurance Management will be an added advantage. Experience in managing people and projects with the ability to plan strategically. Ability to work with a team. Willing to work irregular hours and travel. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting, budgeting and monitoring of expenditure Change management. Good communication skills – verbal and written including presentation skills. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
DUTIES: Provide operational and strategic leadership in the areas of Human Resources, Facility Management, Information Technology, Procurement, Finance, Records Management, Fleet Management, and Employee wellness and student affairs. Responsible and accountable for the effective delivery Quality Assurance in each of the areas mentioned. Ensure that the college administration is managed in line with both CHE and SANC. Ensure that all campuses administration is completed in line with the college administration policies and SOPs. Provide administration support to the Principal and all other relevant stakeholders (College Council, CHE, SANC, GPG Central Office and NDOH). Coordinates and drives the preparation for the quarterly/annual reviews and audits of the college’s operational and strategic plan. Encourages and builds organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and quality assurance. Oversee proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Participates in tender processes of the college and service level agreements in relation to contract management and affairs of the students. Responsible for Information Technology and information management solutions to meet the specific needs of the college and campuses. Responsible for communication and marketing for the college.

ENQUIRIES: Ms. ND Gidimisana Tel No: (079) 881 5707

APPLICATIONS: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

NOTE: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

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**CLOSING DATE**
06 December 2019

**POST 42/215**
DEPUTY DIRECTOR: RISK, CONTROL, ETHICS & COMPLIANCE REF NO: DD: RCEC/11/2019 (X2 POSTS)
Directorate: Risk Management and Internal Control

**SALARY**
R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs)

**CENTRE**
Central Office, Johannesburg

**REQUIREMENTS**
Diploma in Risk Management/Internal Auditing/Auditing or equivalent NOF level 06 qualification 3 to 5 years' experience Supervisory/Managerial experience as Assistant Director level in an internal audit and risk management, enterprise risk management, ICT risk assessment, Fraud risk assessment, Internal Auditing and Financial Management sphere. Ethics officer' programme. Post-graduate qualification will be an added advantage. Competency in the use of computers especially in Excel, PowerPoint, Outlook and the Internet. Sound knowledge of the PFMA; Public Service Act; Public Service Regulations; Code of Conduct: Public Service Integrity Management Framework; PFMA; Prevention and Combating Corrupt Activities Act; Public Sector Risk Management Framework; Financial disclosure framework, Treasury Regulations; Public Sector Risk Management Framework; Ethics Guide; Public Service Anti-Corruption Strategy and anti-corruption measures; PSR Policies and procedures; ERM concepts, frameworks and methodologies, King Report on Corporate Governance (I-IV). Ethical, self-motivated and team-oriented. Good interpersonal, communication, facilitation, analytical and problem-solving skills, drivers' licence.

**DUTIES**
Assist the risk manager to develop, define and communicate the organizations' ERM vision. Facilitate the development and implementation of the risk management policy, risk management appetite and tolerance level, risk management implementation plan and risk management strategy. Assist management with integrating risk management with the strategic management process. Work with the risk manager in developing a common risk assessment methodology that is aligned with the organizations objectives. Assist top management in: Ensuring integrity and ethical behaviour in the department; Implement awareness programmes on ethics good governance and anti-corruption measures; Ensure integrity of departmental policies procedures and practices; Advice employees on ethical matters; Identify and report corrupt activities to the Director; Ethics Champion and or HOD; Identify and report: conflict of interest; Keep a register of unethical conduct including: Manage financial disclosure; application for RWOPS; gift register. Keep a register of all employees disciplined for unethical conduct. Assist in facilitating the identification of institutions’ and directorates’ risks utilizing accepted tools, techniques and methodologies. Assist in the compilation of strategic and operational risk registers as well as the development of risk response strategies and monitor the process thereof. Collating and analyzing the results of the assessment process to identify trends within the risk and control profile and develop interventions to mitigate risks. Assist with compiling the necessary reports to the management, risk and Audit Committee. Conduct risk management education and training from time to time. Assist with measures to prevent fruitless and wasteful expenditure. Investigate fruitless and wasteful expenditure: treasury, financial statements. Monitor and report on emerging risks and incidents. Assist in establishing and the maintenance of a risk management philosophy and culture within the Department and provide regular training.

**ENQUIRIES**
Mr. Kobie Smidt Tel No: (076) 420 0902

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

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

CLOSING DATE : 06 December 2019


Directorate: Supply Chain Management and asset Management

SALARY : R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs)

CENTRE REQUIREMENTS : Central Office, Johannesburg

Degree/Diploma in Supply Chain Management/Public Management/Administration or equivalent NOF level 6 qualification. 3-5 years’ experience in management in Supply Chain Management environment. Knowledge of the PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service Computer Literacy Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Good numerical and analytical skills. Excellent verbal and written communication skills. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations. Knowledge of the Department's Accounting Officer’s System and the Delegations. Good interpersonal skills, Strategic leadership skills planning, organising and customer relationship management skills, Good problem-solving skills, Analytical skills, Decision-making skills, Management skills, Teamwork, Committee work abilities, Computer literacy. A valid driver’s licence. To manage a team that renders demand management. To conduct needs analysis. And that industry has been analysed (Benchmarking) to ensure value for money. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. Compile tender specifications with end-user and acquisition management. Standardise and simplify the TOR process to expedite the overall process. Nominate members of Tender Specification and attend meetings as a member/representative. Liaise, correspond, advise and meet with directorates, hospitals, and regions with regard to demand requirements, documents and committees. Ensure that requirements are linked to the approved budget, strategic plan, procurement plan.

DUTIES :

ENQUIRIES APPLICATIONS :

FOR ATTENTION NOTE :

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

CLOSING DATE: 06 December 2019
POST 42/217: DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DD: AM/11/2019
Directorate: Asset Management
SALARY: R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs)
CENTRE: Central Office, Johannesburg
REQUIREMENT: Diploma/Degree in finance or Asset Management/Finance/Business or Accounting or NQF Level 6 qualification. 3 to 5 years relevant managerial (Assistant Director Level) experience in Asset Management environment. Ability to liaise at all management levels. Ability to work independently under intense pressure. Knowledge of legislative frame work and prescripts related to asset management. Advanced computer literacy in MS office package (Ms. Word, Ms. Excel, Ms. PowerPoint). Presentation skills. Good communication (both verbal and written). Ability to interact with all levels of management and both internal (end-users) and external stakeholders. Must have the ability to work under pressure and be a creative thinker. Have project and financial management skills. Report writing and time management skills. Must be able to work independently. A valid driver’s licence.
DUTIES: Plan and supervise the asset verification against the asset register and financial statement. Ensure the implementation of the asset management policy and strategy. Supervise the implementation of the Asset Management plans within the department. Supervise the barcode tagging, movement and disposal of assets in the department. Maintain a comprehensive asset management registers. Ensure the preparation of monthly reconciliation of the asset register, Annual Statement (AFS) and Ledger. Liaise with the budget controller to ensure adherence to budget requirements and proper budgeting in line with the life-cycle planning and asset management strategy of the department. Supervise the acquisition, losses and disposal of assets in the department and prepare recommendations for the disposal of redundant assets. Ensure effective management of assets within the department in accordance with the asset management policies and procedures. Ensure that officials within the asset management function are sufficiently trained on asset management systems, processes, procedures and policies. Manage staff development and performance plans against the achievements of the departmental objectives.
ENQUIRIES: Ms Gladys Lekgethwane Tel No: (072) 719 0944
APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications
Compiling Conditional Grants' monthly variance and financial verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE** : 06 December 2019

**POST 42/218** : DEPUTY DIRECTOR – CONDITIONAL GRANT REF NO: DD: CG/11/2019

**CENTRE** : Directorate: Budget Management

**REQUIREMENTS** :


**DUTIES** :

- Annual budget preparation, submissions of conditional grant annexure and balancing of budget on BAS. Oversee the compilation and consolidation of departmental Conditional Grants – MTEF, adjustments, final appropriation, business plans and roll-overs. Ensure that the budget is aligned with Estimates of Provincial Revenue and Expenditure (EPRE), SCOA and Conditional Grants’ business plans. Manage capturing of budget on BAS. Reporting monthly, quarterly and annually in terms of the PFMA & DORA: Compilation Conditional Grants’ monthly variance and financial performance, analyse and consolidate institutional quarterly and annual expenditure reports. Ensure compliance of institutions with prescripts in terms of PFMA, DORA and Treasury Regulations regarding Conditional Grants budget and expenditure. Ensure the linking of all personnel appointed under Comprehensive HIV, AIDS and TB Conditional Grant. Monitoring and evaluation: Monitor the implementation of business plans and ensure that the expenditure is aligned to the approved business plans.
Manage the analysis of PERSAL reports to ensure that health professional staff are linked correctly as per the signed Comprehensive HIV, AIDS and TB business plan at the designated institutions. Draw up weekly analysis report to identify misallocations (Expenditure is aligned to Business plans) and oversee the clearing of misallocations. Support and training related to conditional grants operational activities: Identify and provide training to the designated institutions funded by Conditional Grants. Perform schedule site visits to ensure that there is continuity and sustainability into the management of Conditional Grants. Provide technical support and advise to programme managers and health institutions on matters pertaining to Conditional Grants budgets and expenditure.

ENQUIRIES: Mr. Montwedi Botsane Tel No: (082) 941 8104/Dr. Ben Montoedi Tel No: (082) 830 1919

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

FOR ATTENTION: Recruitment and Selection

NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. It will be required of the successful candidate to undergo an appointment at a local government facility. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 December 2019

POST 42/219: DEPUTY DIRECTOR (HUMAN RESOURCES MANAGEMENT) REF NO: DHS/HRM/004/19

Directorate: Johannesburg Health District
Re-advertised post and applicants who applied before should re-apply for this position

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

**DUTIES**

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

**ENQUIRIES**

Ms. C. Rabotapi Tel No: (011) 694-3702/3716

**APPLICATIONS**

must be submitted (hand delivered) to: HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or posted to Human Resources Management, Private Bag X21, Johannesburg, 2000.

**NOTE**

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

**CLOSING DATE**

06 December 2019

**POST 42/220**

HOD: CLINICAL REF NO: HODCNL/11/2019

Directorate: Nursing College

**SALARY**

R579 696 - R672 018 per annum (plus benefits)

**CENTRE**

Rahima Moosa Nursing College

**REQUIREMENTS**

Registration with the South African Nursing Council (SANC). Basic qualifications (Diploma/Degree R425) accredited with SANC in terms of Government Notice R425. Diploma in R.212 clinical speciality programme. Degree in Nursing Education and Nursing Administration. A Master’s Degree. Minimum of 9 years’ appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical speciality will be added advantage. Experience in clinical assessment practice. Knowledge of procedures and processes related to Post Basic Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers’ license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

**DUTIES**

The successful candidate will be responsible for amongst others, the following: Manage, supervise, monitor and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curriculae with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g. Clinical workbooks, Clinical Evaluation tools, clinical outcomes. Co-ordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational
analysis, ensuring units meet the SANC and CHE accreditation requirements. Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

**Note:**
All applications must be submitted with a Z83 form, a C.V and certified copy. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calender date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**Closing Date:**
06 December 2019.

**Post 42/221**
HOD: ACADEMIC
REF NO: HODA/11/2019
Directorate: Nursing College

**Salary:**
R579 696 - R672 018 per annum (plus benefits)

**Centre:**
Rahima Moosa Nursing College

**Requirements:**
Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425. Diploma in the speciality of Critical Care Nursing or Trauma and Emergency Nursing. Degree in Nursing Education and Nursing Administration. A Master’s Degree in an appropriate nursing
field. Minimum of 9 years' appropriate/reocgnized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/reocgnizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical specialty. Experience in clinical assessment practice. Knowledge of procedures and processes related to Post Basic Nursing Programs. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers' license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

**DUTIES**

The successful candidate will be responsible for amongst others, the following: Manage, supervise, monitor and report on all activities of academic departments responsible for. Facilitate budget needs of the departments. Develop, review and evaluate the curriculum and practical requirements. Coordinate and evaluate the development of student learning documents. Co-ordinate the provision of education and training of student nurses of clinical specialist programmes. Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Orientate, supervise and appraise staff members in the academic departments. Participate in the presentation of academic programs (theory and clinical practice). Moderate assessments, supervise marking/evaluation of assessments. Provide academic support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities; plan and implement policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

**ENQUIRIES & APPLICATIONS**

Mrs. J. Gassiep Tel No: (011) 247 3303/3300

must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department.

All applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance
Conflict of interest. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 06 December 2019
POST 42/222 : HOD: CLINICAL REF NO: HODC/11/2019
Directorate: Nursing College
SALARY : R579 696 - R672 018 per annum (plus benefits)
CENTRE : Bonalesedi Nursing College

DUTIES : The successful candidate will be responsible for amongst others, the following: Manage, supervise, monitor and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curricula with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g. clinical workbooks, Clinical Evaluation tools, clinical outcomes. Co-ordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments, Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

ENQUIRIES : Mr. T. Baloyi Tel No: (011) 696- 8336
APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department.
NOTE : All applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to
If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**Closing Date**: 06 December 2019

**Post 42/223**: HOD: ACADEMIC

**Directorate**: Nursing Education and Training

**REF NO**: HODA/11/2019

**Salary**: R579 696 - R672 018 per annum (plus benefits)

**Centre**: Bonalesedi Nursing College

**Requirements**:
- Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425. Diploma in R.212 clinical speciality programme. Degree in Nursing Education and Nursing Administration. A Master’s Degree or having commenced a Clinical Master’s Degree. Minimum of 9 years’ appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical speciality. Experience in clinical assessment practice. Knowledge of procedures and processes related to Post Basic Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers’ license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

**Duties**:
The successful candidate will be responsible for amongst others, the following:
- Manage, supervise, monitor and report on all academic activities of all the academic departments. Facilitate budget needs to meet the academic objectives of the students. Assist with the development and review of curriculae with a focus on all (theoretical and clinical requirements). Coordinate (together with the clinical HODs) and evaluate the development of relevant student learning documents (workbooks). Co-ordinate the provision of teaching and learning for all the academic programmes. Communicate with the all stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members. Participate in the presentation of relevant programs (theory and clinical practice). Moderate theoretical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and
Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

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<td>06 December 2019</td>
<td>HOD: STUDENT AFFAIRS AND STUDENT COUNSELING REF NO: HODSASAC/11/2019</td>
<td>R579 696 - R672 018 per annum (plus benefits)</td>
<td>Rahima Moosa Nursing College</td>
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Registered with the SANC as a General Nurse and Midwife. Diploma in any SANC R.212 or R.48 programme. Degree in Nursing Education and Nursing Administration. Master’s Degree in an appropriate field. Minimum of 9 years appropriate/recognizable nursing experience after being registered as a Professional Nurse and Midwife. At least 5 years of the period must be appropriate experience in Nursing Education. At least 5 years of the period must be experience as a Student Affairs Professional Officer. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescriptions; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good
The candidate will be responsible amongst others for: The management and supervision of the Student Affairs Department and Student Counseling Department e.g. Plan, implement and manage student counselling and support programmes, plan, implement and monitor all Student Affairs and Student Counseling activities – counselling of students, provision of personal, social, academic and administrative guidance; determine and interpret students service needs on an individual and collective basis; advocate for, plan and manage the implementation of strategies to resolve problems where necessary; design, develop a curriculum and implement educational programs for students to improve their learning experience; manage the support services of all students. Assist with the provision of employee wellness service. The management and supervision of the Student Affairs Department which includes e.g. planning, monitoring processes for statistical data collection and analyze statistical data, develop reports, monitoring of reporting systems and instruments; dealing with students’ issues such as course terminations, course extensions, students appeals; planning and implementation of graduation and Prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance; knowledgeable regarding content of Post Basic Regulations/Acts and recent developments in the field of Nursing and Student Affairs; ensuring that students examination results are communicated accurately and timeously; Continuing education and Research activities; plan and implement policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Manage, supervise, monitor and report on all Student Affairs and Student Counseling staff. Facilitate budget needs of the departments.

**DUTIES**

NOTE: Applications and enquiries must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronation Ville, 2093. Human Resource Department.

**APPLICATIONS**

All applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calander date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks.
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CLOSING DATE : 06 December 2019

POST 42/225 : HOD: STUDENT AFFAIRS AND STUDENT COUNSELING REF NO: SASC/11/2019
Directorate: Nursing College

SALARY : R579 696 - R672 018 per annum (plus benefits)
CENTRE : Bonalesedi Nursing College
REQUIREMENTS : Registered with the SANC as a General Nurse and Midwife. Diploma in any SANC R.212 or R.48 programme. Degree in Nursing Education and Nursing Administration. Master’s Degree in an appropriate field. Minimum of 9 years appropriate/recognizable nursing experience after being registered as a Professional Nurse and Midwife. At least 5 years of the period must be appropriate experience in Nursing Education. At least 4 years of the period must be experience as a Student Affairs Professional Officer. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers’ license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

DUTIES : The candidate will be responsible amongst others for: The management and supervision of the Student Affairs Department and Student Counselling Department e.g. Plan, implement and manage student counselling and support programmes, plan, implement and monitor all Student Affairs and Student Counselling activities – counselling of students, provision of personal, social, academic and administrative guidance; determine and interpret students service needs on an individual and collective basis; advocate for, plan and manage the implementation of strategies to resolve problems where necessary; design, develop a curriculum and implement educational programs for students to improve their learning experience; manage the support services of all students. Assist with the provision of employee wellness service. The management and supervision of the Student Affairs Department which includes e.g. planning, monitoring processes for statistical data collection and analyze statistical data, develop reports, monitoring of reporting systems and instruments; dealing with students’ issues such as course terminations, course extensions, students appeal, planning and implementation of graduation and Prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance; knowledgeable regarding content of Post Basic Regulations/Acts and recent developments in the field of Nursing and Student Affairs; ensuring that students examination results are communicated accurately and timeously; Continuing education and Research activities; plan and implement policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Manage, supervise, monitor and report on all Student Affairs and Student Counseling staff. Facilitate budget needs of the departments.

ENQUIRIES : Mr. T. Baloyi Tel No: (011) 696-8336
APPLICATIONS : must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronation Ville, 2003. Human Resource Department

NOTE : All applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered: It will be required of the successful candidate
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CLOSING DATE

06 December 2019

POST 42/226 : PROFESSIONAL OFFICER: ACADEMIC ADMINISTRATION, STUDENT RECORDS

REF NO: POAASR/11/2019 (X6 POSTS)

Directorate: Nursing Education and Training

SALARY : R471 333 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE : Gauteng College of Nursing (GCON), Johannesburg

REQUIREMENTS : Degree in Nursing, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 14 years’ experience as a professional of which a minimum of 10 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate efficient service delivery. Analytical assessment and evaluation skills. Computer literacy with data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and provide constructive inputs into programme reviews. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate, monitor and evaluate assessment data from multiple sources. A demonstrable commitment to excellence in nursing education and training.

DUTIES : Support academic and student related processes from the Student Affairs Office. Deliver a student administrative secretarial service. Administer recognition of prior learning processes (RPL). Improve student administration processes through research and projects. Administer information systems in the Student Affairs Department. Assure accurate record keeping in the department. Organize and execute the following processes: Student admissions, Completions, Terminations and Transcripts. Organize and execute student selection processes.

ENQUIRIES : Ms. ND Gidimisana Tel No: (079) 881 5707

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Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

CLOSING DATE : 06 December 2019

POST 42/227 : PROFESSIONAL OFFICER: EXAMINATION MANAGEMENT REF NO: POEM/11/2019
Directorate: Nursing Education and Training

SALARY : R471 333 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE : Gauteng College of Nursing, Johannesburg

REQUIREMENTS : Degree in Nursing. Registration with the South African Nursing Council as General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 14 years’ experience as a professional of which a minimum of 10 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate efficient service delivery. Analytical assessment and evaluation skills. Computer literacy with data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery.

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and provide constructive inputs into programme reviews. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate, monitor and evaluate assessment data from multiple sources. A demonstrable commitment to excellence in nursing education and training.

**DUTIES**

Participate in the planning of the examination schedules for all programmes. Facilitate approval and distribution of the schedules to all campuses. Arrange and make a list of invigilators. Receive and store approved examination papers. Ensure safety and confidentiality of examination papers. Ensure reproduction and distribution of examination papers and answer books. Facilitate the marking plans and moderation processes. Book marking venues. Supervise the capturing of examination results. Facilitate the availability of the examination results to the examination and promotion committee. Facilitate timeous typing of college examination results and publication of examination results.

**ENQUIRIES**

Ms. ND Gidimisana Tel No: (079) 881 5707

**APPLICATIONS**

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**NOTE**

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

**CLOSING DATE**

06 December 2019

**POST 42/228**

LECTURE PND 2: QUALITY ASSURANCE REF NO: LPNQA/11/2019

Directorate: Nursing education and Training

**SALARY**

R471 333 - R614 991 per annum (plus benefits)

**CENTRE**

Bonalesedi Nursing College
**REQUIREMENTS**

PNP2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience as a Clinical Nurse Specialist and/or Nurse educator and/or Quality Assurance Officer. Minimum of 1-year appropriate experience as a Quality Assurance Officer. Registered with the SANC as a General Nurse and Midwife. Have a Degree in Nursing Education and a Diploma in an R.212 or R.48 programme. A Qualification in Quality Assurance will be an added advantage, with a track record of transferability of the post applied for. A code 8 Drivers’ License. Proof of Computer literacy (Word, PowerPoint, and Excel). The post is allocated at Rahima Moosa Nursing College.

**DUTIES**

Develop, Coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments, and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and CHE. Display a sound knowledge of legislation that impacts on the nursing education milieu.

**ENQUIRIES**

Mr. T. Baloyi Tel No: (011) 696-8336

**APPLICATIONS**

must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109. Human Resource Department

**NOTE**

State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**

06 December 2019
### POST 42/229: PNA5 OPERATIONAL MANAGER GENERAL STREAM

**Directorate:** Nursing Services  

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

**CENTRE:** Kalafong Provincial Tertiary Hospital  

**REQUIREMENTS:**  
- Grade 12 and Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of seven (7)-years appropriate/recognizable experience in General Nursing after registration as Professional Nurse with SANC in general nursing. Nursing Administration and Nursing Education will be an added advantage. Experience in an Inpatient management will serve as an added advantage. Current 2019/2020 SANC receipt. Proof of service record certificate. Driver’s license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards/Ideal Hospital realisation and maintenance framework and other relevant Legal frameworks such as Nursing Act, HR and Financial policies and practices. OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc.  
- Skills: Complain management, Patient Safety incidence management, Organizational, Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Ability to work under pressure. Report writing skills. Co-ordination skills, Computer literate (Excel Microsoft word and PowerPoint). Planning and organization skills.  

**DUTIES:**  
- Supervise and ensure the provision of an effective and efficient patient care through adequate nursing. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care and rehabilitation of patients. Maintain constructive working relation with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork. 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. Ensure clinical nursing practice by the nursing team in accordance with the scope of Practice and nursing standards. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.  

**APPLICATIONS:**  
- Ms. M.V. Mathabatha Tel No: (012) 318-6622  
- 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.  

**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. Note: 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.  

**CLOSING DATE:** 06 December 2019

### POST 42/230: OPERATIONAL MANAGER NURSING GR 1: (GENERAL) REF NO: OP NURSING/CARLT/2019/11 (X1 POST)

**Directorate:** Nursing  

**SALARY:** R444 276 – R500 031 per annum (Plus Benefits)  

**CENTRE:** Carletonville Hospital  

**REQUIREMENTS:**  
- Basic qualification accredited with the SANC in terms of Government notice R425/R683 i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/Diploma in General Nursing. Proof of current registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contacts, build and maintain networks of professional relations in order to enhance service delivery. Display strong leadership abilities and problem-solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care. Work as part of the multidisciplinary team to ensure good nursing care. Monitor utilisation of Financial and Human resources. Conduct periodic audits and develop quality improvement plans. Notification of notifiable conditions. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service.

ENQUIRIES: Mr. T. Moeketsi Tel No: (018) 788 1704
APPLICATIONS: Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.

NOTE: The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE: 06 December 2019 at 16:00 PM

POST 42/231: OCCUPATIONAL HEALTH NURSE PRACTITIONER (X1 POST)
Directorate: Health

SALARY: R444 276 per annum (Plus Benefits)
CENTRE: Pholosong Hospital
REQUIREMENTS: Diploma in Nursing (R425 or equivalent) B-Tech/ in Nursing. National Diploma in Occupational Health Nursing Science and Knowledge and experience of EAP, HIV/AIDS and OHS. Proof of registration with SANC. A minimum of seven years’ experience as a Professional Nurse, 2-3 years of the period above must be in the implementation of Health and Wellness Programs; EAP,HIV AIDS, STI, TB & OHS. Must be Computer literate and have a valid driver’s license. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organizing, planning, presentation and facilitation skills. Counselling, decision making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

DUTIES: Provide operational and effective management of the integrated Employee Health and Wellness Program which includes the following policy and procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programs to enhance the health and wellness of the employees that will promote, protect and restore employee’s health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic’s and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.

ENQUIRIES: Ms KF Mabuza Tel No: (011) 812 5000
APPLICATIONS: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
**NOTE** : must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

**CLOSING DATE** : 06 December 2019

**POST 42/232** : DIAGNOSTIC RADIOGRAPHER GRADE 2-3 REF NO: SMUDR/01/19
Directorate: Maxillofacial and Oral Radiology

**SALARY** : R401 640 - R426 291 per annum (All Inclusive)

**CENTRE** : SMU Oral Health Centre

**REQUIREMENTS** : The applicant is required to currently be registered with HPCSA and has to hold a B-Rad Degree or a National Diploma in radiography. At least 10-20 years’ post qualification practical experience is required. Experience in dental digital radiography and student teaching and training of routine and advanced radiographic dental techniques with good communication skills. Sound knowledge of radiographic procedures, safe use of radiographic equipment, radiation-related regulations and patient record keeping.

**DUTIES** : The successful candidate will be expected to perform the following duties: Provision of dental radiography service, perform x-ray quality assurance, proper safe use of x-ray equipment and immediate reporting of faults, ensure the control of infection.

**ENQUIRIES** : Dr S Rajbaran Singh Tel No: (012) 521 4904

**APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply.

**CLOSING DATE** : 06 December 2019

**POST 42/233** : LECTURER PNDI/PNDII: GENERAL NURSING SERVICE (X5 POSTS)
Directorate: Nursing Education and Training

**SALARY** : Grade 1: R383 226 – 444 276 per annum (plus benefits)
Grade 2: R471 333 – R614 991 per annum (plus benefits)

**CENTRE** : SG Lourens Nursing College

**REQUIREMENTS** : PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years’ appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver’s licence. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post-basic nursing qualification in Nursing Education and registered with the SANC. 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 of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years’ experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.

**DUTIES** : Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities.
Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.

ENQUIRIES: Ms J.E. Malobola Tel No (012) 319 5601
APPLICATIONS: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.
NOTE: must be attached. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.
CLOSING DATE: 06 December 2019
POST 42/234: PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: SMUPNS/01/19
Directorate: Nursing Department
SALARY: R383 226 – R444 276 per annum (Plus Benefits)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Grade 12 certificate, Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with South African Nursing Council (SANC) as a professional Nurse. A post basic nursing qualification, with a duration of at least 1 year accredited with the SANC in theatre sciences. A minimum of 4 years’ appropriate experience in nursing after registration as a professional nurse with the SANC in General nursing. Experience in Maxillo Facial Surgery will be an added advantage. Must have knowledge, skills and experience in the above mentioned.
DUTIES: Provision of quality Nursing care through implementation of standards. To assist in planning/organizing and monitoring of the objectives of the Operating Theatre. Maintain accurate and complete patient records according to legal requirements. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing and housekeeping staff. Monitoring of financial resources with emphasis on cost containment and the keeping of all record within the financial policies regarding tenders, procurement and the policies i.e. drugs ordering, storage and control, to participate in Quality Improvement Processes, IPC Programmes and Clinical Audit. Ensure and have knowledge of Ideal Hospital realization framework. Participate in Patient, Staff and Student teaching.
ENQUIRIES: Ms CS Mosimane Tel No: (012) 521 4901
APPLICATIONS: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.
FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
CLOSING DATE: 06 December 2019
POST 42/235: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: TMRH/ADA-01 (X1 POST)
Directorate: Corporate Services
SALARY: R376 596 – R443 601 per annum plus benefits
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS: Degree or national diploma in Public Administration or equivalent with minimum 5 years’ extensive experience in Administration of which 3 years must be on AdministrationSupervisory level or Grade 12 with minimum 5 - 10 years’ extensive experience of which 5 years must be on Administration Supervisory level. Sound and in-depth knowledge of relevant prescripts. Understanding of the application of Government and Departmental Policies and Guidelines. To be a multi-disciplinary team member. Strategic capability and leadership (Good communication, verbal and written skills). Computer literacy. Good report writing skills. Appropriate knowledge of infection control and safety procedures in a Health environment. To have good interpersonal relations, be honest and reliable. Ability to work independently and under pressure. Able to coordinate with other units. Be a team player with the ability to work cross functionally. Knowledge of administration systems eg. PAAB system, PABX system etc. Good management and problem-solving skills. A good understanding of
the Public Service Legislation such as Record management, and prescripts applicable to the Government including PFMA, Treasury Regulations and Public Service Act, Fleet management and information management Policies, UPF’s, administration Procedures Manuals, Labour Relations Act etc.

**DUTIES**

Provide Administrative support to Patient Admin and Support directorate – eg. Laundry, Portering, Cleaning, Food service, FMU, Messenger Services etc. Organize and control Administrative activities pertaining to patients. Management of all key responsibility areas by applying and implementing relevant administration policies. Responsible for monitoring of attendance. Supervise Human Resource and contract with all staff under your care. Ensuring continuous training and development of staff Conduct daily inspections of Departments. Compilation and submission of accurate patient statistics to improve efficiency. Manage the Electronic filing system. Monitor and control the frontline services in accordance to the deliverology tool. Champion and assist the team by communicating mission and vision of the Department. Management of logistical support services. Attend to Auditor-General (AG) findings, National Core Standards, risk management, and compile action plan and reports for the unit. Provide Weekly, Monthly reports (quantitative and qualitative). Perform other duties as delegated by the supervisor.

**ENQUIRIES**

Mr. P. Ntuli Tel No: (010) 345 0345

**APPLICATIONS**

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

**NOTE**

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

06 December 2019

**POST 42/236**

ASSISTANT DIRECTOR: ADMINISTRATION (OFFICE MANAGER) REF NO: ASD: ADMIN(OM)/11/2019

Directorate: Budget and Revenue Management (Office of the Chief Director)

**SALARY**

R376 596 per annum (Plus Benefits)

**CENTRE**

Central Office, Johannesburg

**REQUIREMENTS**

An appropriate three year Degree/National Diploma in Accounting/Finance/Auditing/ Public Management or equivalent qualification with. 5 years relevant. Extensive experience in office management, administration, and coordination, or related work. Knowledge of PFMA and other Financial Prescripts. Good understanding of intergovernmental relations. Ability to work effectively with internal and external stakeholders. Job related skills: Communication (verbal and written), Computer Literacy, Interpersonal relations, Attention to detail, quality control, Problem solving, planning and organize, Management, Facilitation, Administrative. Ability to work proactively and under pressure.

**DUTIES**

Schedule meetings and appointments for the Chief Director Revenue and Budget Management. Organize the office layout and order stationery and equipment. Update and maintain office policies as necessary. Organize office operations and procedures. Create, maintain and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents such as attendance records, correspondence or other material. Compose, type and distribute meeting notes, routine correspondence or reports such as presentations or expense, statistical or monthly reports. Coordinate with IT department
on all office equipment. Manage Chief Director budget, ensure accurate and timely reporting. Provide general support to visitors. Address employees’ queries regarding office management issues (e.g. stationery, hardware and travel arrangements).

ENQUIRIES: Ms. Sylvia Ndhlouv Tel No: (071) 384 4593
APPLICATIONS: must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
FOR ATTENTION: Recruitment and Selection
NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 December 2019
Directorate: Supply Chain Management

SALARY: R376 596 per annum (Plus Benefits)
CENTRE: Central Office
REQUIREMENTS: A degree, National Diploma or certificate in Purchasing. A minimum of 3 years’ experience in Supply Chain Management of which 3 years should be supervisory level. Knowledge and understanding of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act and BBBEE Act, Strong analytical skills. Good interpersonal skills, Excellent verbal and written communication skills, Strategic leadership skills. Change management, HR management and people management skills, Planning, organising and customer relationship management skills, Good problem-solving skills, Decision-making skills, Sound business acumen, A valid driver’s licence. Recommendations: Management skills, Teamwork, Committee work abilities, Computer literacy.

DUTIES: To lead a team that renders demand management. To conduct needs analysis and industry analysis (benchmarking) for the Gauteng Department of Health to ensure value for money. To compile a Demand Management Plan and Annual Procurement Plan. Compile reports on the Demand Management Plan and Annual Procurement Plan. Liaise, correspond, advise and meet with directorates, hospitals, and regions with regard to demand requirements, documents and committees. Co-ordinate Bid Specification Committee meetings. Supervise employees to ensure an effective
demand management service and undertake all administrative functions required with regard to financial and HR administration.

**ENQUIRIES** : Ms. Paramas Govender Tel No: (082) 381 8393

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

**FOR ATTENTION** : Recruitment and Selection

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

**CLOSING DATE** : 06 December 2019

**POST 42/238** : ASSISTANT DIRECTOR: ICT CHANGE AND COMMUNICATIONS REF NO: ASD: ICT/11/2019

Directorate: ICT Enterprise Management

**SALARY** : R376 596 per annum (Plus Benefits)

**CENTRE** : Central Office

**REQUIREMENT** : Three (3) year relevant tertiary qualification in Communication Science/ Marketing or Public Relations with 5 to 10 years’ experience. A grade 12 or equivalent with more than 10 years’ Change or related experience. Three (3) to Five (5) years functional experience in media/ public relations/ marketing/communication services, change and project management. And have basic knowledge on Provincial Departmental Policies and Procedures, Batho Pele Principles, Skills Assessment, Planning and Organising, Computer literacy, Communication Panning, Problem Solving, Listening and observation skills and Change Management.

**DUTIES** : Communication: To facilitate effective communication through all available platforms such as posters, newsletters, brochures, roadshows, promos etc and using standard technology. Coordinate the execution of format and themes for all internal ICT Communication platforms. Compile content for Newsletters and other publications on digital platforms. Cultivate relationships with internal clients to ensure fulfilment of their communications needs. Compile a data base of internal and external stakeholders. Implementation of the internal communications activities. Participate in ICT implantation projects within the department by providing end-to-end project communication and communication stakeholder analysis. Change Management:
Provide change management support on key strategic projects. Ensuring buy-in, design, develop and implement detailed change and communications plans for organisational change initiatives supporting the strategic ICT agenda. Identifying and engaging all key stakeholders and impacted parties across the business and implementation across several ICT projects. Participate in awareness projects streams to ensure collective buy-in of new technology by stakeholders of all levels in the department. Problem Solving: Assist to resolve problems associated with change and adoption for new projects by engaging analysing key stakeholders requirements, engaging broadly with stakeholders to achieve change objectives; developing and implementing communication and change plans.

**REQUIREMENTS**

**CENTRE**

**SALARY**

**POST**

**CLOSING DATE**

**NOTE**

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

**APPLICATIONS**

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

**ENQUIRIES**

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

**FOR ATTENTION**

Recruitment and Selection

**NOTE**

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ENQUIRIES: Ms. Rejoice Sithole Tel No: (079) 528 0827
APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
FOR ATTENTION NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 December 2019
POST 42/240: ASSISTANT DIRECTOR: PATIENT AFFAIRS REF NO: LRT/ADPA/0026 (X1 POST)
Directorate: Patient Affairs

SALARY: R376 596 – R443 601 per annum (Plus Benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: National Diploma/Degree in Public Management and Administration. 3 years’ supervisory level experience in Patient Affairs. Grade 12/Equivalent qualification with 5 years’ experience in Patient Affairs with 2 years’ experience should be on a supervisory level. Management and Leadership skills. Ability to interpret and implement the policies, directives and guidelines of the Gauteng department of Health.
Excellent verbal and communication skills. Knowledge and understanding of Patient Affairs scripts. Must be computer literate.

**DUTIES**: Responsible for implementation and compilation of the sections operational plans, strategic plans, and quarterly reviews. Ensure proper records keeping through proper interpretation of the Records management policy. Ensure that systems are in place for the management of PAIA requests. Interpretation and implementation of all mortuary prescripts and related guidelines. Ensure that systems are in place to maximize the institution revenue collection. Ensure individual performance is aligned to section strategic objectives. Ensure proper application of Labour Relations Act and Code of Conduct. Ensure submission of accurate and reliable data to senior management.

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

**CLOSING DATE**: 06 December 2019 (at 12h00 PM)

**POST 42/241**: ASSISTANT DIRECTOR (EMPLOYEE WELLNESS PROGRAM) (X1 POST)

**Directorate**: Health

**SALARY**: R376 596 per annum

**CENTRE**: Pholosong Hospital

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

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

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

**NOTE**: must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.

**CLOSING DATE**: 06 December 2019
POST 42/242 : ASSISTANT DIRECTOR REF NO: HRM 26/2019
Directorate: Patient Administration

SALARY : R376 596 per annum (Level 09) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 with 5 to 7 years’ experience in administration of which 5 years must be on supervisory level or National Diploma in Public Administration or equivalent NQF 6 certificate in Public Administration/Office Management. A qualification in monitoring and evaluation will be an added advantage. Have a valid driver’s licence. Be computer literate.

DUTIES : Provide administrative support to Patient Administration and Support directorate. Plan, organize and control administrative activities pertaining to patients. Manage PMDS of supervisors and junior staff. Conduct daily inspections of departments. Manage the electronic filing system. Monitor and control the frontline services in accordance to the deliverology tool. To have a knowledge of PFMA and Treasury Regulations. Knowledge and understanding of the application of Government and Departmental Policies and Guidelines. Strategic capability and leadership. Be able to communicate effectively in verbal and written communication skills. Ability to work independently and under pressure. Able to coordinate with other units of the department. Be a team player with the ability to work cross functionally. Oversee general administration support functions including Food services, Switchboard, Transport, IT and Patient Affairs. Management and monitoring of overtime. Experience in working with and administration issues of organised labour unions in health sector. Undertake policy or line function tasks as directed by the Corporate Manager related to relevant government acts, prescripts and regulation. Implementation of policy practice notes and implementation of procedures pertaining of public administration. Grievance procedures and management of dispute.

ENQUIRIES : Mr. B.H. Shuping Tel No: (011) 951-8207
APPLICATIONS : To Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

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

CLOSING DATE : 06 December 2019 at 12H00

POST 42/243 : ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) REF NO: IFCT/11/2019
Directorate: Nursing Education and Training

SALARY : R376 596 - R443 601 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).
CENTRE : Gauteng College of Nursing, Johannesburg
REQUIREMENTS : A recognized three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification. Information Technology Infrastructure Library (ITIL) and Information Technology Service Management (ITSM) certification. Control Objectives for Information Technology (COBIT 5) certification would be an advantage. A minimum of 5 – 10 years’ relevant experience. A valid driving licence. A thorough understanding of relevant legislation, best practices and frameworks. Project management and communication skills (written and spoken) including presentation skills. Knowledge of Governance framework governing ICT management. Leadership and Management skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to management in the Public Health Sector. Must be able to contribute to the paradigm shift in service delivery and facilitate optimal efficiency in provision of support services. Analytical assessment and evaluation skills. Proficiency in ICT programme development, coding and network support is essential. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in service delivery in the ICT environment.

DUTIES : Oversee the design and development of IT Systems for the college and campuses. Provide information technology and programme management services for the college

ENQUIRIES
Ms. ND Gidimisana Tel No: (079) 881 5707

APPLICATIONS
Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

NOTE
Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must include 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 whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE
06 December 2019.
POST 42/244 : ADMINISTRATION MANAGER REF NO: ADM/11/2019 (X2 POSTS)
Directorate: Management and support

SALARY : R376 596 - R443 601 per annum (plus benefits)
CENTRE : Rahima Moosa Campus (X1 post)
Bonaledi Campus (X1 post)

REQUIREMENTS : A 3 years’ diploma/degree in Public Administration/Management/HRM or equivalent qualification with 5 – 10 years’ relevant supervisory experience in public services. Must have good knowledge and competencies of Financial and Procurement management. A working knowledge of Human Resource Management, Information Technology, Asset and Library management, Transport and Facility Management. Good managerial skills, organizing ability, computer literacy and typing skills (Advanced MS Word and Excel). The candidate must be in possession of a driver’s license.

DUTIES : Overall management of administrative functions of the college. Manage the budget and monthly reports on expenditure in terms of the PFMA and treasury Regulations. To manage College finances, Human Resource (Including Labour Relations), Financial Department (Including Supply Chain Management, Asset Management, Transport management, Facility Management, Monitoring and control of ICT Management, Management of support functions of the College. To orientate, supervise and appraise staff members in the College. Ensure that the Budget and MTEF inputs are in line with the agreed strategic plans of the Gauteng Department of Health. Management of cash flow and monthly projections. To promote the mission of the College by serving on committees. To compile the annual report, contribute to strategic planning; develop annual operational and business plans for the College, Risk Register and Departmental Action Plans.

ENQUIRIES : Mrs. J. Gassiep Tel No: (011) 247 3300/3
APPLICATIONS : must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa, Private Bag x 116 Melville, 2109. Human Resource Department.

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

CLOSING DATE : 06 December 2019

POST 42/245 : ASSISTANT DIRECTOR: FINANCE REF NO: ASDF/11/2019
Directorate: Nursing Education and Training

SALARY : R376 596 per annum (Plus benefits)
CENTRE : Gauteng College of Nursing

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REQUIREMENTS: A three-year Bachelor's Degree/National Diploma (NQF level 6) or equivalent NQF level 6 qualification in Public Finance/accounting/Financial Management/Management accounting or Taxation. at least (5 - 10) years’ experience in Financial Accounting environment with proper experience in Financial management, project management in a Government environment and/or Non-Governmental Organisation (NGO) sector. Computer certificate or Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook) Valid driving licence. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES: Financial management support to Principal Recipient and Sub-Recipient. Conduct capacity building workshops or meetings with sub-recipient in relation to financial management. Prepare quarterly reports, ensure that all monthly reports balance with quarterly reports. Manage physical and human. Ensure adherence to assets management internal controls. Procurement and supply management of GRV's. Assist in ensuring that monthly and quarterly stock reconciliation are conducted by CPU. Ensure and coordinate risk activities for the Programme Management Unit (PMU) related to finance and Procurement and Supply Management.

ENQUIRIES: Applications must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

APPLICATIONS: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

NOTE: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting 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: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.
## POST 42/246

**ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT (FMU)**  
**Directorate: Administration**

**SALARY**: R376 596 - R443 601 per annum (Plus benefits)

**CENTRE**: Gauteng College of Nursing (Johannesburg)

**REQUIREMENTS**: An appropriate Degree or National diploma in Electrical/Mechanical/Building with more than (5 – 10) years’ experience of which 2 years should be at supervisory level. Qualification in Project management will be an advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver’s license.

**DUTIES**:  
- Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services, Cleaning, Security, Waste management and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance onsite. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management.  
- Attend FMU and DID meetings and compile weekly, monthly and quarterly report. Participate in inter and intradepartmental committees that deals with issues of FMU.  

**APPLICATIONS**: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

CLOSING DATE : 06 December 2019

POST 42/247 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ASDHRM/11/2019


ENQUIRIES : Mrs ND Gidimisana Tel No: (079) 881 5707

APPLICATIONS : Applications for Gauteng College of Nursing (Johannesburg) posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

**CLOSING DATE**: 06 December 2019

**POST 42/248**: DENTAL TECHNICIAN GRADE 1/2/3 REF NO: SMUDT/01/19
Directorate: Laboratory (Dental)

**SALARY**: R317 976 – R439 164 per annum

**CENTRE**: SMU Oral Health Centre

**REQUIREMENTS**: Appropriate qualification that allows for the required registration with the SADTC. Candidate must be qualified Dental Technician currently registered with the SADTC. Experience in crown and bridge work and CAD/CAM. Must be able to perform under pressure and deliver on time.

**DUTIES**: production of fixed and removable appliances as well as orthodontics appliances production of implants support prosthesis working with under and postgraduates’ students the incumbent will be responsible for production, teaching and training of dental students in the areas of removable prosthodontics, orthodontics and CAD/CAM work.

**ENQUIRIES**
Ms Warlington Tel No: (012) 521 4948

**APPLICATIONS**: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION**
Mrs I Makgatho or Ms Pretty Rangoato

**NOTE**: Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**: 06 December 2019

**POST 42/249**: OCCUPATIONAL THERAPIST PRODUCTION
Directorate: Occupational Therapy

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

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12 and National Diploma or Degree in Occupational Therapy Qualification. Current Registration with HPCSA as an Occupational Therapist. Must have completed community service as requirements of the professional body. Computer literacy is essential. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current Department of Health (DOH) guidelines and policies governing the Health
sector and Occupational therapy profession. Knowledge and relevant experience in Occupational therapy procedures. Quality control and record keeping processes is Essential. Ability to work in multi-disciplinary team.

**DUTIES**: The Successful candidate will be expected to conduct rotator post between Adult physical (Neuro, Orthopaedic, Burns, Hands Spinal) and Paediatric (CP, Burns, Developmental delay, genetic conditions, High risk infants, KMS and ASD). Assessment, Planning and implementing effective therapy to referred clients and manage own patient load. Making pressure garments. Helping to develop and assessment of patients for work and assist with referring patients adequately to other team members. This will include demonstrating assessment and treatment. Working with and supervising support staff. Participate in performance management reviews. Assist with student supervision, evaluation and training. Observing and assessing student therapy and marking written work. Required to attend relevant meetings and ward rounds.

**ENQUIRIES**: Ms RC Louw Tel No: (012) 318-6702

**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.

**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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 06 December 2019

**POST 42/250**: ADMIN OFFICER REF NO: TMRH-BUY-02 (X2 POSTS)

**DIRECTORATE**: Supply Chain

**SALARY**: R257 508 – R303 339 per annum plus benefits

**CENTRE**: Thelle Mogoerane Regional Hospital

**REQUIREMENTS**: An appropriate Degree/National Diploma in Supply Chain Management or related with minimum 3-5 years’ unbroken extensive experience in Demand, Acquisition and warehouse management or Grade 12 with minimum 5-10 years’ unbroken extensive experience in Demand, Contract, Acquisition and Warehouse management. Knowledge and understanding of Procurement Policies and Procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management as well through knowledge of Accounting Period. Candidate must have good communication skills, both verbal and written. Knowledge of financial systems. Initiatives and inter-personal skills. Highly motivated, results-orientated and have the ability to plan. Working knowledge of CSD, BAS, SAP and SRM. Computer literate (Ms Word, Ms Excel, Ms PowerPoint). Ability to work under pressure and a valid driver’s license is required.

**DUTIES**: Request quotations from vendors. Compile documents for vetting committee. Create RLS01 on the SAP system. Create requisitions on SAP. Make follow up with Gauteng Department of Finance to create purchase order numbers on created requisitions. Filing of all documents for audit purpose. To initiate the queries related to contract call off. Update contract register. Attend to end users queries. Participate in stock take. Be analytic and innovative in executing tasks as allocated. Compile monthly reports and submit reports to the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, mid-reviews and final assessment). Perform other duties as allocated by the supervisor.

**ENQUIRIES**: Ms. N. Ndimande/Ms. O. Maboea/Tel No: (010) 345 0971
APPLICANTS should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 06 December 2019

POST 42/251: LIBRARIAN REF NO: LBR/11/2019 (X2 POSTS)
Direcorate: Nursing Education and Training

SALARY: R257 508 - R303 339 per annum (plus benefits)
CENTRE: Rahima Moosa Nursing College (X1 Post)
Bonalesedi Nursing College (X1 Post)

REQUIREMENTS: A 3 years Diploma/Degree in Library Information Science with 0-2 years’ experience in provision of library services. Have good knowledge of library systems: LIBWIN or URICA or SYMPHONY, circulation desk, cataloguing systems (DDC). Strong computer literacy (Ms Word, PowerPoint, Excel). Knowledge of library policies. Good Communication (verbal & written), organisational and problem solving skills. Ability to work under pressure. Valid code 8 (manual) driver’s licence.


ENQUIRIES: Mr. N.J. Machaba Tel No: (011) 247 3345 Mr. S Gopane Tel No: (011) 696 8302
APPLICATIONS: must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109.

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

Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**: 06 December 2019

**POST 42/252**: HUMAN RESOURCE SUPERVISOR REF NO: HRHEID/009/2019
Directorate; Administration

**SALARY** : R257 508 annum (plus benefits)

**CENTRE** : Heidelberg Hospital

**REQUIREMENTS** : National diploma/degree in HR/Public Administration or Grade 12 with 3 – 5 years’ experience in Human Resource. Must have complete Persal Training (introduction, leave, administration, salary administration, Persal administration and establishment) will be an added advantage. Good computer skills (MS word/excel/power point etc) Knowledge of OSD will be an added advantage. Knowledge of relevant legislation/directives and policies, excellent customer care, planning and problem-solving skills. Sound interpersonal relations, conflict management.

**DUTIES** : Supervision of staff. Maintain HR provisioning and conditions of service, administration practices and render Human Resource Support services and termination of service within the component. Implementation of HR Policies and Directives. Recommend/approve transactions on Persal. Applying and interpretation of regulations and other legislative frameworks, procedures and policies. Report writing, PMDS, comply with timeframes, Implement disciplinary processes. Personnel Development and conduct in-service training. Good communication (verbal and written) skills Compliance and adherence to National Core Standards. Assist in drafting and implementation of strategic and operational plan. Assist in conducting and facilitating the process of pre-employment screening and regular medical surveillance. Ability to work under pressure.

**ENQUIRIES** : Mrs. L. van der Linde: Tel No: (016) 341 1286

**APPLICATIONS** : should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612 Heidelberg 1438. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, physical, financial, security and reference check.

**NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

**CLOSING DATE** : 06 December 2019

**POST 42/253**: PROFESSIONAL NURSE GRADE 1: (MATERNITY) REF NO: PROFNURSE/CARLT/2019/10 (X5 POSTS)
Directorate: Nursing

**SALARY** : R256 905 – R297 825 per annum (Plus Benefits)

**CENTRE** : Carletonville Hospital

**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/equivalent qualification that allows registration with the South African Nursing Council (SANC) as a midwife/accoucheur. Registration certificate with the SANC as Professional Nurse and proof of current practicing certificate. Competencies: Leadership, Management and Communication skills. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate
independent decisions. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of grievance and disciplinary procedure. Knowledge of infection prevention and control and occupational health and safety practices. Understanding of National Core Standards.

**DUTIES**

Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital.

**APPLICATIONS**

Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag X 2023, Carletonville, 2499.

**NOTE**

The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

**CLOSING DATE**

06 December 2019 at 16:00 PM

**POST 42/254**

**ADMINISTRATION CLERKS REF NO: ADMC/11/2019 (X5 POSTS)**

Directorate: Nursing Education and Training

**CENTRE**

Gauteng College of Nursing (GCON), Johannesburg

**REQUIREMENTS**

Grade 12 or equivalent, 0-2 years relevant experience. Computer certificate/computer literate. Good customer service. This position requires an individual who is strongly able to provide administrative support to the team. An individual required for this position must be confident and consistent in managing a busy workload. Must possess good office organisational skills. Possess the ability and skills of anticipating and meeting the needs of a busy office. Good Communication skills – verbal, non-verbal and written skills. High level typing skills, full MS office drafting of letters and submissions. Ability to use own initiative and meet deadlines when required. Motivated, ambitious with good interpersonal skills and ability to work under pressure. Diligent and a committed individual.

**DUTIES**

Knowledge and understanding of Batho Pele principles. Monitoring and ordering of office supplies. The successful candidate will perform the following tasks but not limited to them: Good telephone etiquette. Filing paperwork, scanning, faxing and photocopying. Dealing with queries quickly and professionally. Maintenance of own office equipment, asset handling and maintenance. Performing errands that assist daily office functions, typing of documents, reports and correspondence as required. Tracking of documents that were delivered and/or collected. A valid driving licence will be an added advantage.

**APPLICATIONS**

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**ENQUIRIES**

Ms. ND Gidimisana Tel No: (079) 881 5707

**NOTE**

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

**CLOSING DATE**: 06 December 2019

**POST 42/255**: TYPIST REF NO: TYP/11/2019

Directorate: Nursing Education and Training

**SALARY**: R173 703 - R203 612 per annum (Plus benefits)

**CENTRE**: Gauteng College of Nursing

**REQUIREMENTS**: Grade 12 or equivalent qualification. Computer Certificate, 0-2 years’ experience in the secretarial and office administration work. Ability to work independently and under pressure to meet short deadlines. Good communication skills, written and verbal, interpersonal and organizational skills. Computer skills (MS Word, Excel, PowerPoint and Outlook). A qualification in office management (MS Package) will be an advantage. Ability to handle sensitive information with confidentiality.

**DUTIES**: Perform typist and administrative tasks in an effective and highly professional manner. Produce and edit various documents such as reports, correspondence and presentations. Retype handwritten documents, take notes from meetings with managers to create detailed texts. Edit completed work for grammar, spelling and punctuation. Receives and gathers data to create documents from scratch or from existing materials. Assist when necessary in receiving visitors including the provision of tea and refreshments. Develop and manage an efficient, professional document management (filing) system. Type, fax, photocopy, and dispatch documents. Make periodic stationery requisitions. Plan meetings schedules, agendas and do minute taking. Perform other duties delegated by the supervisor.

**ENQUIRIES**: Mrs ND Gidimisana Tel No: (079) 881 5707

**APPLICATIONS**: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

CLOSING DATE : 06 December 2019

POST 42/256 : PERSONAL ASSISTANT REF NO: PAC/11/2019

Directorate: Nursing Education and Training

SALARY : R173 703 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE REQUIREMENTS : Gauteng College of Nursing (GCON), Johannesburg

Grade 12 or equivalent, 0-2 years’ relevant experience. Computer certificate. Good customer service. An individual who is strongly able to provide administrative support to the GCON principal. The candidate must be motivated, ambitious with good interpersonal skills and ability to work under pressure. Diligent and a committed individual. Knowledge and understanding of Bathe-Pele principles.

DUTIES : Following tasks but not limited to them: Good telephone etiquette. Filing paperwork, scanning, faxing and photocopying. Dealing with queries quickly and professionally. Maintaining of office equipment with specific emphasis to the principal’s office, through procurement, asset handling and maintenance. Performing errands that assist daily office functions, typing of documents, reports and correspondence as required. Tracking of documents that were delivered and/or collected. An individual required for this position must be confident and consistent in managing a busy workload. Must possess good office organizational skills. Possess the ability and skills of anticipating and meeting the needs of a busy office. Good Communication skills – verbal, non-verbal and written skills. High level typing skills, full MS office drafting of letters and submission. Has the ability to use own initiative and meet deadlines when required.

ENQUIRIES APPLICATIONS : Ms. ND Gidimisana Tel No: (079) 881 5707

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

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

**CLOSING DATE:** 06 December 2019.

**POST 42/257**

**HUMAN RESOURCES CLERK REF NO: SMUHR/01/19 (X2 POSTS)**

**SALARY:** R173 703 - R204 612 per annum plus benefits

**CENTRE:** SMU Oral Health Centre

**REQUIREMENTS:** An appropriate NQF level 6 in Human Resources with 1 to 2 year’s relevant experience in the field, Knowledge of HR policies and procedures. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: Good communication skills (verbal and non-verbal), report writing skills, negotiation, problem solving, conflict resolution and ability to work under pressure. Excellent ethics demeanour. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential (MS Word and Excel).

**DUTIES:** Perform various duties related to Human Resource Administration: Allowances, Medical, Overtime (normal and commuted) Long Service Awards, Housing allowances (GEHS), Appointment, Promotion Transfer, Service Terminations, Service Benefits, Recruitment and Selection, PMDS, Capturing of leave on PERSAL. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave, appointments, transfers, terminations of service and Finance documents. Coordination of documents between department and E-Gov. Liaise with E-Gov and attend to queries presented to HR, carry out lawful instructions and daily tasks allocated by supervisor etc. knowledge of OSD.

**ENQUIRIES:** Ms Pretty Rangoato Tel No: (012) 521 4881/5869

**APPLICATIONS:** Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION:** Mrs I Makgatho or Ms Pretty Rangoato

**NOTE:** Kindly attach/include certified copies of your qualifications, identity book, Curriculum Vitae, and Z83. Applications must be submitted timeously, applications received after
closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE** : 06 December 2019

**POST 42/258** : **KEY BOARD OPERATOR CLERK REF NO: LRT/KBO/0027 (X1 POST)**

Directorate: Nursing Administration

Re-Advertisement: applicants who previously apply are encouraged to re-apply

**SALARY** : R173 703 – R204 612 per annum (Plus Benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Grade 10/ Equivalent Qualification with 5 years hospital experience. Grade 12/ Equivalent Qualification with 3 years hospital experience. National Diploma/degree in Office Admin. Computer literacy (Ms Word, Excel and PowerPoint) will be an added advantage. Sound knowledge on customer care service in the hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES** : Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Nursing Manager. Ensure safekeeping of all documentation in the office. Compile, type and distribute Documents correspondence, reports and documents. Administer the in and out flow of correspondence. Assist with various administrative and secretarial duties as assigned by the Nursing Manager. Maintenance of a user-friendly office. Assist with the following administrative records: e.g Leave lists, allocation lists, overtime records etc and compiling minutes.

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

**APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.

Applications should be delivered by 12h00 pm (Noon) on the closing date.

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

**CLOSING DATE** : 06 December 2019 (at 12h00 PM)

**POST 42/259** : **PROCUREMENT CLERK REF NO: LRT/PRC/0024 (X1 POST)**

Directorate: Pharmacy

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

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Grade 10/Equivalent with 5 years hospital experience, Grade 12/Equivalent with 3 years hospital experience, National diploma in Supply Chain; Computer literacy; Knowledge SAP;SRM;SCM; Rx Solutions will be an added advantage. Basic Financial management skills. Analytical skills. Gathering data and record keeping skills. Good interpersonal relations. Good Communication skills. Problem solving and decision making skills. Good organisational skills. Awareness regarding continuous supply of medicine. Knowledge of government policies (eg, PFMA). Time management skills. Ability to work under pressure.
DUTIES: Procurement of stock, Receipt of stock, Initiate the payment of stock received timeously. Perform routine and complicated administrative tasks. To ensure a caring climate for clients- customer orientated. Monitor and maintain stock and assist in stocktaking. Supervision of staff as per organogram. Update information on Drug management information systems. Maintenance and archiving of all records. Maintain security of stock. Record and report deviations as well as gather data for relevant reports.

ENQUIRIES: Ms. P Giyama Tel No: (011) 411 3884

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

CLOSING DATE: 06 December 2019 (at 12h00 PM)

POST 42/260: DENTAL ASSISTANT REF NO: SMUDA/01/19 (X3 POSTS)

Directorate: Dental Assisting

SALARY: R168 429 – R192 576 per annum

CENTRE: SMU Oral Health Centre

REQUIREMENTS: Grade 12 with appropriate qualification that allows registration with the HPCSA as a Dental Assistant and proof of current registration. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.


ENQUIRIES: Ms Joyce Peteke Tel No: (012) 521 5631

APPLICATIONS: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before the Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za) but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 06 December 2019

POST 42/261: LABORATORY ASSISTANT REF NO: SMUDLA/01/19

Directorate: Dental Laboratory

SALARY: R122 595 - R144 411 per annum (plus benefits)

CENTRE: SMU Oral Health Centre

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REQUIREMENTS: The applicant must have at least Grade 12/ABET, must be able to read and write and have strong communication skills. Minimum of 5 year’s relevant experience as a Dental Laboratory Assistant is required.

DUTIES: Responsible for all plaster work in connection with artificial dentures or dental appliances including orthodontic study models and crown and bridge working models. The flasking and de-flasking of a dental prosthesis or appliances using either plaster or stone plaster. Separating dental flasks and the boiling out of wax contents. Packing of acrylic dentures/appliances. Polishing plastic and metal dentures/appliances. Manufacturing of occlusal rims and special trays. Ensure that the work environment including plaster traps, basins, benches, floors and equipment is cleaned regularly during the day. Work under supervision of a Dental Technician and Dental Technologist.

ENQUIRIES: Ms Wartington, Tel No: (012) 521 5830

APPLICATIONS: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private bag x848, Pretoria, 0001.

FOR ATTENTION: Mrs I Makgatho or Ms P Rangoato

NOTE: Kindly attach/ include certified copies of your Qualifications, Identity document, Curriculum Vitae and Z83. Applications must be submitted timeously. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Before the interviews a bench test will be conducted to ascertain the level of skills of the applicants. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The institution reserves the right not to make an appointment.

CLOSING DATE: 06 December 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE: 20 December 2019. No late applications will be considered.

NOTE: Requirement of applications: No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 42/262: PROGRAMME MANAGER – URBAN RENEWAL PROGRAMME REF NO: REFS/004775

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

CENTRE: Johannesburg

REQUIREMENTS: Matric plus NQF Level 7 Qualification in Management or related, Project or Programme Management, the Built Environment or equivalent. Minimum 5 years’ experience in Project Management or related role. Experience in large scale complex developments. Experience in working with the PFMA/MFMA and public entities.

DUTIES: Lead in the development of the URP Master Plan. Ensure the alignment of the redevelopment Plan with provincial and municipal delivery plans. Review and provide guidance in the development of Redevelopment programmes operational plans. Manage and Coordinate the Programme Implementation plans. Manage the delivery of various programmes priorities. Track performance against performance targets. Gather data and analyse performance in line with the performance metrics. Provide
leadership to the programme team in the management of key stakeholder relationships. Facilitate the establishment of social compact. Network with relevant role-players and make appropriate contacts with public and private sector organisations. Facilitate the establishment and functioning of community business forums. Identify and explore possible development opportunities with partners across the province. Lead and manage the teams assigned to the programme. Manage and report performance of direct reports and measure performance against agreed goals and deal with areas of non-performance. Lead the development of direct reports to ensure that staff receive adequate and relevant training. Provide leadership to create a working environment which contributes to improved staff morale. Develop consolidated budget required for the Redevelopment programme. Manage expenditure against programme budget. Participate in the review and approval of the operational and capital budget required for the programme. Oversee the management of procurement in line with the relevant policies and procedures. Facilitate and support the work of the various development work streams established to the Redevelopment Programme. Attend and coordinate work stream meetings. Consolidates and report on the work of the work streams.

ENQUIRIES:
Ms L. Manenzhe – leah.manenzhe@gauteng.gov.za

APPLICATIONS:
Please apply online at www.gautengonline.gov.za

OTHER POST

POST 42/263

DEPUTY DIRECTOR: PROGRAMME COORDINATOR REF NO: REFS/004776

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

CENTRE:
Johannesburg

REQUIREMENTS:
Matric plus NQF Level 7/ Degree in Project and or Construction Project Management. 5-10 years’ work experience in the project management and engagement environment. Knowledge and understanding of project management and concepts. Intergovernmental Management relations. Planning and management. Knowledge and information management. Effective communication.

DUTIES:
Provide support in the coordination and compilation of the departmental business plan and project procurement plans. Develop and maintain best practice methodologies for project portfolio and project management processes (dashboards, templates) for URP. Develop monitoring and quality assurance procedures to ensure Completeness of Information. Provide support in efficient and effective of the Urban Renewal Programme. Manage effective and efficient project governance. Communicate project information to the Director: Programme Management.

ENQUIRIES:
Ms L. Manenzhe – leah.manenzhe@gauteng.gov.za

APPLICATIONS:
Please apply online at www.gautengonline.gov.za

OFFICE OF THE PREMIER

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

APPLICATIONS:
Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za. (Please do not send applications to 30 Simmonds street)

CLOSING DATE:
06 December 2019

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

OTHER POSTS

**POST 42/264**  
ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT  
Branch: Corporate Management

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

**CENTRE**  
Johannesburg

**REQUIREMENTS**  
An appropriate undergraduate qualification (NQF level 6 or 7) in Public Administration, Administration, Office Management or equivalent qualification. 3-5 years working experience in the field of administration in the public service. Candidates must be computer literate (MS Office), have good understanding of administrative systems in an organization and demonstrate an excellent understanding of the public service and its procedures. Excellent writing, communication, interpersonal, time management, minute taking and problem solving skills. Project/Programme management competency will be an added advantage. The ability to work under pressure without constant supervision is a prerequisite. Valid driver’s licence.

**DUTIES**  
Effectively and efficiently provide administrative and executive support to management and staff in the Corporate Management Branch. Render Administrative and Executive Support in the Corporate Management branch. Provide supporting and coordinating Intervention Task Teams, logistical arrangements and minutes of meetings. Ensure sound stakeholder relations between the Corporate Management Branch and internal and external stakeholders such as the Private Office of the Premier, Provincial Legislature, Directors General and Heads of Department, Public Service Commission and all other relevant statutory bodies or organs of state. Provide quality assurance of correspondence coming from internal stakeholders such as HR, Supply Chain Management, Finance before submission for approval. Coordinate Focus Intervention Studies, Benchmarking exercises for and with other provinces including Interprovincial fora. Provide administrative support during the strategic planning sessions and consolidation of all plans in the branch. Assist with management of strategic projects and events. Keep proper records of Heads of department, CEOs of provincial public entities and Boards of provincial public entities. Collate and consolidate inputs/reports for the branch. Ensure sound records management in line with the requirements of MISS. Follow up on the internal and transversal assignments and implementation of resolutions. Manage staff.

**ENQUIRES**  
Ms Confidence Nhleko Tel No: (011) 355 6045

**POST 42/265**  
HR PRACTITIONER: HR PLANNING AND ORGANISATIONAL DEVELOPMENT  
REF NO: REF/004777  
Directorate: Internal Human Resource Management

**SALARY**  
R257 508 – R303 339 per annum (plus benefits)

**CENTRE**  
Johannesburg

**REQUIREMENTS**  
Grade 12 and National Diploma or Equivalent in Human Resource Management/Public Administration. 1-2 years’ work experience in HR Planning/Organisational Design. Employment Equity Act, BCEA, Public Service Regulation, HR Directives, Resolutions and Strategies. Good interpersonal, planning, organising and problem solving skills. Good verbal and writing as well as records management skills.

**DUTIES**  
Provide administrative support in the analysis and development of HR policies, strategies and circulars. Coordinate the Employment Equity committee meetings. Assist with monitoring and updating of changes to the staff establishment. Assist with collating reports on the staff establishment. Assist with designing and maintaining the functional organisational structure. Request, gather and consolidate organisational structure inputs. Coordinate the completion and collection of relevant documents in preparation for Job Evaluation meetings. Coordinate meetings for Job Evaluation Panel meetings and prepare JE packs. Assist with secretariat duties and compile
minutes of the JE Panel meetings. Assist with maintaining and updating JE database. Draft job descriptions in consultation with stakeholders for all job categories on the approved structure. Ensure that job descriptions are compiled using the correct template. Ensure validation of all compiled job descriptions. Assist with maintaining and updating Job description database. Ensure successful provision of HR information, record keeping and reporting.

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 355 6060
APPLICATIONS: should be forwarded to Deputy Director HR and Administration, The Directorate: Human Resource Services, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pieter Maritz Street, Pietermaritzburg, 3201.

FOR THE ATTENTION: Mr. P.B.V. Ngidi

CLOSING DATE: 06 December 2019

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document as well as a valid driver’s license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Late, faxed or emailed applications will not be considered. Note: The filling of the post will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applicants must ensure that they fully complete and sign the Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Preference will be given to persons from designated groups including persons with disabilities. Appointment to all these posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Please note that due to financial constraint no S&T claims will be considered for payment to the Candidates that are invited for an interview.

MANAGEMENT ECHELON

POST 42/266: CHIEF FINANCIAL OFFICER REF NO: DOE/16/2019

SALARY: R1 521 591 per annum

CENTRE: Head Office (Pietermaritzburg)

REQUIREMENTS: A Bachelor’s Degree in commerce specializing in Accounting or equivalent qualification in Financial management. Admission as a Chartered Accountant and knowledge of financial accounting systems in the public service will be an added advantage, coupled with a minimum of 8 years’ experience at a senior managerial level. Competencies Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public service, costing methodologies and performance measurement. Support management decision making through the Development of strategic planning information. Provide financial information for planning and decision making by studying past, present and anticipated financial conditions, recommending courses of action. Provide immediate financial information for planning and decision making and recommend course of where tight deadlines apply. Maintain financial database by identifying sources of information assembling and verifying data. Complete audit and accounting by maintaining accounting controls, reconciling financial reports, maintaining financial security. Develop understanding of financial situation by performing quantitative analysis. Answer accounting procedure questions by researching and interpreting accounting policies and regulations. Knowledge of PFMA.

DUTIES: Develop and maintain the effective, efficient and transparent systems of risk management and internal control, an appropriate procurement and provisioning system that is fair, equitable, transparent, competitive and cost effective. Develop, plan and manage budgetary processes of the Department in compliance with prescribed....
prescripts, Treasury regulations. Monitor financial spending of the Department and advise the Accounting Officer. Establish a system to properly evaluate all major capital projects prior to a final decision on the project. Take effective and appropriate steps to prevent unauthorized, irregular, fruitless, wasteful expenditure and losses resulting from criminal conduct. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of education and administration. Plan and compile the budget of the Department in accordance with Treasury prescripts. Ensure that expenditure is in accordance with the vote of the department through the establishment and maintenance of accounting and personnel records. Administration of service contracts, take responsibility for short and long-term financial forecasting for the Department. Prepare monthly, quarterly and annually financial reports for presentation to relevant oversight bodies. Enforce compliance with tax, levy and audit commitments as may be required by legislation, manage and safeguard assets and liabilities within the provision of the PFMA. Manage and administering conditional grants to the department and transferring payments to the Departments. Ensuring that the government and non-government recipients have appropriate financial management and control systems in place. Liaising with Provincial Treasury, Provincial Auditor, Public Accounts Committee, Education Portfolio Committee and other role players in the Education environment.

ENQUIRIES: Advocate M.B Masuku Tel No: (033) 3921006

POST 42/267 : CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOE/17/2019

SALARY : R1 251 183 per annum

CENTRE : Head Office (Pietermaritzburg)

REQUIREMENTS : A Bachelor’s Degree in Commerce specializing in Accounting, Supply Chain management or any other equivalent qualification coupled with extensive experience in supply chain management practices. Knowledge of Supply Chain Management in the public service will be an added advantage, coupled with a minimum of five years’ experiences at a senior managerial level. Competencies: Knowledge of supply chain management practices and concepts in their entirety government policies, prescripts and legislation are key requirements for this position, competency in the core Management criteria (CMC) as required by the SMS Performance management development system in the Public service, good Financial Management systems, knowledge of SCM prescripts.

DUTIES : Implement relevant national and provincial policies on Supply Chain Management. Establish and implement necessary systems, processes and procedures for Effective and efficient supply chain management at Head Office and at the Districts in respect of new developments in the SCM practices. Provide a specialist advisory service to all responsibility managers in the Department. Ensure that all responsibility managers are fully trained on SCM matters, monitor, analyze and report on compliance issues pertaining to SCM. Act as leader of evidence in respect of appeals. Develop service delivery agreements (SDAs). Formulate departmental policies and procedures pertaining to SCM. Represent the department in forums pertaining Supply Chain Management.

ENQUIRIES: Advocate M.B Masuku Tel No: (033) 3921006

DEPARTMENT OF HEALTH
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

ERRATUM: Kindly note that the post of Medical Officer with Ref No: OSI M/O 03/2019 (For Osindisweni Hospital) advertised in Public Service Vacancy Circular 41 dated 15 November with the closing date of 29 November 2019, the Reference Number has been amended to Ref No: OSI M/O 01/2019, sorry for the inconvenience. Kindly note that the posts of Medical Officer Grade 1, 2 and 3 with Ref No: EGUM 23/2019 and Professional Nurse General with Ref No: EGUM 22/2019 (For E G & Usher Memorial Hospital) advertised in Public Service Vacancy Circular 41 dated 15 November 2019 with the closing date of 29 November 2019, have been withdrawn. Sorry for the inconvenience.
OTHER POSTS

POST 42/268 : MEDICAL SPECIALIST: PAEDIATRIC GASTROENTEROLOGY REF NO: MEDSPECPAEDGAST/1/2019 (X1 POST)
Department: Paediatric Medical Dept (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 : MB; ChB; Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa and registration in the sub-speciality of paediatric gastroenterology. Experience: Grade 1 No Experience required. Grade 2: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Grade 3: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, training and Competencies required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of paediatric gastroenterology. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

DUTIES : The core function of this post is the development of Paediatric Gastro-enterology services. This includes the outpatient consultation and management of inpatient services at IALCH for the sub-specialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work towards getting the unit accredited and training of a paediatrician as a sub specialist in paediatric gastroenterology. The incumbent will utilize the expertise available at IALCH (Paediatric surgery, Adult Gastro-enterology and other Paediatric subspecialties) to further these goals He/she will also establish links with experts in Cape Town and Johannesburg. Duties also include participating in the Outreach Programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medicine at IALCH. The incumbent is expected to perform after hours calls and relief duties.

ENQUIRIES : Prof Jeena Tel No: (031) 240 2046

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 : 06 December 2019
POST 42/269 : MEDICAL SPECIALIST: PAEDIATRIC CARDIOLOGY REF NO: MEDSPECPAEDCARD/1/2019 (X1 POST)
Department: Paediatric Cardiology

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

CENTRE
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS
MBCHB. Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. Positive references from recent supervisor/s. Experience: Grade 1: No experience required. Grade 2: Five (5) years’ appropriate experience as a Medical Specialist after Registration with HPCSA as a paediatrician as well as registration as a paediatric cardiologist. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a paediatrician as well as registration as a paediatric cardiologist. Knowledge, Skills, Training and Competency Required: The candidate must be qualified or aspire to qualify as a Paediatric Cardiologist. Preference will be given to candidates with experience working post specialisation as a paediatrician in a paediatric cardiac unit. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment.

DUTIES
Provide Paediatric specialty services in Paediatric Cardiology. His includes in and out –patient services, outreach and after hours services Provide services in clinical cardiology, echocardiography and cardiac catheterisation. Supervise paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation. Participate in departmental audit programmes, research and unit administration. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided.

ENQUIRIES
EGM Hoosen Tel No: (031) 2401000

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
06 December 2019

POST 42/270 : MEDICAL SPECIALIST: HIGH RISK OBSTETRICS REF NO: MEDSPEC&G/3/2019
Department: Obstetrics and Gynaecology

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: IALCH and rotations through the Durban Metropolitan Complex of hospitals as
delegated by the Head of Department.

REQUIREMENTS: Medical Specialist qualification in Obstetrics and Gynaecology. Registration with the
Health Professions Council of South Africa as a Medical Specialist in Obstetrics and
Gynaecology Recommendation – previous experience in a specialist position
Experience Grade 1: No experience required. Grade 2: Five (5) years appropriate
experience as a Medical Specialist after registration with the HPCSA as Medical
Specialist- Obstetrics and Gynaecology. Grade 3: Ten (10) years appropriate
experience as a Medical Specialist after registration with the HPCSA as Medical
Specialist Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies
Required: Sound clinical knowledge and experience in Obstetrics and Gynecology.
Knowledge of current Health and Public Service legislation, regulations and policies
including medical ethics, epidemiology and statistics. Good communication,
leadership, decision-making and clinical skills.

DUTIES: Management of clinical services as delegated. Outpatient and inpatient clinical
responsibilities with after-hour participation in designated hospitals as per the
departmental call roster. Participate in the development and on-going provision of
under- and Post- graduate health personnel teaching as per the academic program of
the department. Participate in the Quality Improvement Programmes of the
Department. Maintain clinical, professional and ethical standards. Maintain necessary
discipline over staff under his/her control. Attend to administrative matters as pertains
to the Department. Be involved in community-orientated programmes (outreach)
including the provision of expert advice and services to all health facilities within the
province as delegated Please note: This is a service post, and is not necessarily linked
to being trained as a feto-maternal specialist - the latter requires separate application
when the training position is available.

ENQUIRIES: Prof Sebitloane Tel No: (031) 2604390

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: 06 December 2019

POST 42/271: MEDICAL_SPECIALIST NEUROLOGY REF NO: MEDSPECNEUROLOGY/1/2019
(X1 POST)

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 651pa (all-inclusive salary package) excluding commuted overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Current registration as a Specialist in Neurology with the Health Professions Council
of South Africa. Must be in possession of an FCN (Neurology) qualification. Academic
Experience Required – Grade 1: The applicant will have completed his/her training,
obtained the specialist examination and be registered with the Health Professions
Council of South Africa as Medical Specialist. Experience: Not applicable. Grade 2: Five (5) years appropriate experience as a Medical Specialist after Registration with
HPCSA as a Medical Specialist in a normal speciality (Neurology). Grade 3: Ten (10)
years appropriate experience as a Medical Specialist after registration with HPCSA as
a Medical Specialist in a normal speciality (Neurology). Curriculum Vitae stating teaching and research experience as well as listing publications must be provided.

**DUTIES**

The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students (bedside teaching and formal lectures), on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one’s control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest Neuro-immunology. As part of the candidate’s development of the special skill he/she will be required to spend time in an internationally recognized unit. Attendance and participation in the academic programme of the department is a requirement. Participate in overtime services as required by the Department.

**ENQUIRIES**

Prof Bhigjee Tel No: (031) 2402359

**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**

06 December 2019

**POST 42/272**

**MEDICAL SPECIALIST: RADIOLOGY REF NO: SPC/RAD/2019 (X1 POST)**

**SALARY**

Grade 1: R1 106 040 - R1 173 900 per annum
Grade 2: R1 264 623 - R1 342 230 per annum

**CENTRE REQUIREMENT**

Addington Hospital: KwaZulu-Natal

**DUTIES**

Assist the Head of Department to ensure an optimal Radiological and Mammographic service is provided. Assist the Head of Department in the development of management protocols/policies for the department. Organize, prepare and chair interdepartmental clinical radiology meetings. Provide outpatient, inpatient clinical services and referral services with experience in providing Mammographic services and related interventional procedures. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviews, clinical documentation audits etc) and continuous professional development activities. Participate in the training of registrars and promote ongoing staff development in accordance with
individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is compulsory.

ENQUIRIES
Applicants should direct their enquiries to:
Dr P Naidoo
Tel No: (031) 327 2840

APPLICATIONS
Applications should be submitted to:
Attention: The Human Resource Department,
Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, Addington Hospital.

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 (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. 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. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE
06 December 2019

SALARY
Grade 1: R843 618 – R949 482 per annum. (Consist of 70% basic salary & 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits 8% rural allowance.

CENTRE
Ndwedwe CHC

REQUIREMENTS
National senior certificate/Grade 12 or equivalent plus Degree/Diploma in Nursing Administration plus Current SANC annual registration (2019). A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery. At least 4 years of the period referred to must be appropriate/recognizable experience at Management level.
Diploma in PHC Diploma in Community Health Valid Driver’s Licence Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Applications in possession of a foreign qualification must attach the evaluation certificate from the SAQA to their application. Recommendation Computer Literacy Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety act, Patients' Rights, Batho Pele Principles. Leadership, management, planning, Organizing, decision making, delegate, problem solving, discipline, control, Effective Co-ordination skills, mentorship and report writing skills. Clinical competencies and policy formulation skills. Knowledge of nursing care delivery approach. Good verbal and written communication skills. Mentorship and supervisory skills. Computer literacy. Knowledge and understanding of Human Resource and Financial practices.

DUTIES
Provide leadership a strategic direction in the Nursing Component Strategic leadership, delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care. To execute duties and functions with proficiency, in support of aims and strategic objectives of the institution and of the Department of Health Knowledge of nursing care processes, procedures, nursing statuses and other relevant legal framework such as: Nursing Act, health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health & Safety Act, Patients’ Rights, Batho Pele principle, etc Mentorship and Supervisory skills. Represent Nursing Component in the senior Management Team. To demonstrate CHC commitments to quality nursing care and ensure compliance with national core standards. Advocate and ensure the promotion of nursing ethos and professionalism. To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources. Deal with disciplinary and grievances matters To ensure provision of effective and efficient infection control services in the institution and affiliate primary health care services monitoring and evaluation of patients care delivery in the institution Initiate and participate in health promotion to
ensure consistent communication of relevant, accurate & comprehensive information on health care Development/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. inter-professional, inter-sectoral & multidisciplinary teamwork) Formulation and implementation of nursing guidelines, practices, standards & procedure.

**ENQUIRIES**

Dr. O Ayeni Tel No: (032) 532 3048/50

**APPLICATIONS**

should be forwarded to: The Chief Executive Officer Ndwedwe CHC Private Bag x 528 Ndwedwe 4342.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and SANCA receipts. Curriculum Vitae The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010 Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) “People with disabilities should feel free to apply” NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S&T claims.

**CLOSING DATE**

13 December 2019

**POST 42/274**

**MEDICAL OFFICER REF NO: MOPAEDMED/2/2019 (X2 POSTS)**

Department: Paediatric Medicine

**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**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

MBCHB. Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Advantage: Experience in Paediatrics will be an advantage. Knowledge Skills Training And Competencies Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES**

The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

**ENQUIRIES**

Prof Jeena Tel No: (031) 240 2046

**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**

06 December 2019

**POST 42/275**

**MEDICAL OFFICER: X - UROLOGY REF NO: MO URO/3/2019 (X1 POST)**

Department: Urology

**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**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

An appropriate qualification in the appropriate Health Science plus Current Registration with the Health Professions Council of South Africa as an independent medical practitioner. Completion of Community Service. Recommendation: Experience in Urology. FCS – 1A (Primary), ATLS, ACLS or PALS will be a distinct advantage. **Grade 1**: No experience required from South African Qualified employees. One (1) 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. **Grade 2**: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Knowledge of operative and post-operative management of the surgical patient. Any training in the field of general surgery will be a distinct advantage. Preference will be given to those who have completed some or all of their surgical training. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Experience in Urology. Ability to assist the Urology staff in the smooth running of the Department. Ability to function in a multi-disciplinary setting.

**DUTIES**

Provide appropriate medical care to all urologic patients. Assist in teaching undergraduates. Attend all academic activities and teaching/training sessions in the department. Performance of after hour duties.

**ENQUIRIES**

Dr EH Abdel Goad Tel No: (031) 2401179

**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
MEDICAL OFFICERS (GRADE 1, 2, 3) REF NO: EST/14/2019
Component: Medical Services

CLOSING DATE: 06 December 2019
POST 42/276: MEDICAL OFFICERS (GRADE 1, 2, 3) REF NO: EST/14/2019
Component: Medical Services

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

Additional Benefits: Commuted Overtime (subject to approval), Plus Rural Allowance (18 % of basic salary)

CENTRE: Estcourt District Hospital

REQUIREMENTS: An MBChB degree or equivalent, Plus, Registration with the HPCSA as a Medical Practitioner, Plus, Current registration with the HPCSA as a Medical Practitioner post community service Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications, Proof of experience endorsed and signed by HR to be attached. Medical Officer Grade 1: Experience: not applicable. Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 1 year of relevant experience after registration with a recognized foreign Health Professional Council. Medical Officer Grade 2: Experience: 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Foreign candidates require 6 years of relevant experience after registration with a recognized Foreign Health Professional Council. Medical Officer Grade 3: Experience: 10 years of relevant experience after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized Foreign Health Professional Council. Knowledge, Skills, Training, And Competencies: Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & 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 the outpatient department, casualty, wards and attached clinics Implementation of required standards of care, including treatment protocols and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with medical practitioners and other health care workers in neighbouring health institutions to promote an effective district health service.

ENQUIRIES: Dr. E.M. Kekana E-mail:mabatho.kekana@kznhealth.gov.za Tel No: (036) 342 7040
APPLICATIONS: The Human Resource Manager Estcourt District Hospital Private Bag X 7058 Estcourt 3310.
CLOSING DATE: 06 December 2019
POST 42/277: MEDICAL OFFICER GRADE 1, 2 & 3: REF NO: COSH 12/2019 (X4 POSTS)

SALARY: Grade 1: R821 205 per annum (inclusive package)
Grade 2: R938 964 per annum (inclusive package)
Grade 3: R 1 089 831 per annum (inclusive package)

Additional Benefits: Commuted Overtime – Group 1, 2, 3 – conditions apply

CENTRE: Church of Scotland Hospital

REQUIREMENTS: Grade 1: Senior Certificate/Matric or Grade 12, MBCHB Degree or equivalent qualification plus Current registration with HPCSA as a Medical Practitioner, Minimum of 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees
of whom it is not required to perform community service, as required in South Africa. **Grade 2:** MBCHB degree or equivalent qualification plus current registration with HPCSA as a Medical Practitioner, 5 years relevant experience after registration with HPCSA as a Medical Practitioner, 6 years relevant experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and do not require to perform community service. NB Proof of experience endorsed and stamped by Human Resource. **Grade 3:** MBCHB degree or equivalent qualification plus Current registration with HPCSA as a Medical Practitioner, 10 years relevant experience after registration with HPCSA as a Medical Practitioner, 11 years relevant experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and do not require to perform community service. NB Proof of experience endorsed and stamped by Human Resource. Knowledge- Sound assessment, diagnostic and management skills, Team work spirit, Sound knowledge of relevant ethical and medico-legal issues, Good communication skills (written and verbal) and problem solving skills. Good interpersonal skills, Sound management clinical and technical skill as expected, Ability to work under pressure, Knowledge of relevant Acts, Policies and Regulations of the Dept. of Health, Knowledge, understanding and implementation of Batho Pele Principles

**DUTIES**

Provide quality patient care at all times. Examine, investigate, diagnose and oversee the treatment of patients. Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Be part of the institutional strategic planning process. Assist with the development, maintaining and updating of clinical protocols. Manage medical & surgical emergencies. Be expected to participate on MMC camps. Provide after-hours medical services as per roster/when needs arises. Manage performance of junior staff. Assist at the CHC when need arises.

**ENQUIRIES**

Dr T. Kabwe Kapasula Tel No: (033) 4931000 Ext. 4026

**APPLICATIONS**

Please forward/deliver applications quoting the reference number to The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010.

**FOR ATTENTION**

Mrs N.P. Sithole

**CLOSING DATE**

06 December 2019

**POST 42/278**

ASSISTANT MANAGER NURSING (SPECIALTY) OPERATING THEATRE, OPD AND EMERGENCY SERVICES REF NO: SAP 12/2019

**SALARY**

R614 991 – R692 166 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)

**CENTRE**

St Apollinaris Hospital

**REQUIREMENTS**

Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery. A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Operating Theatre. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Operating Theatre Technique. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Proof of current registration with the SANC (2019). Proof of work experience from previous and current employers endorsed and stamped by Human Resource must be attached. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management. Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

**DUTIES**

Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources.
CONCERN FOR PATIENTS, PROMOTING, ADVOCATING AND FACILITATING PROPER TREATMENT AND CARE AND ENSURE THAT THE UNIT ADHERES TO THE PRINCIPLES OF BATHO PELA. MAINTAIN CLINICAL COMPETENCE BY ENSURING THAT SCIENTIFIC PRINCIPLES NURSING AND CLINICAL GOVERNANCE ARE IMPLEMENTED. EXERCISE CONTROL OF DISCIPLINE, GRIEVANCE AND ANY LABOUR RELATED ISSUES IN TERMS OF LAID DOWN PROCEDURES. PROVIDE SUPPORTIVE SUPERVISION AND COMPLY WITH PMDS EVALUATION OF STAFF, FORMULATE TRAINING PROGRAMS AND PARTICIPATE IN TRAINING AND DEVELOPMENT OF STAFF AND NURSING STUDENTS. MONITOR IMPLEMENTATION OF PMDS. DISASTER MANAGEMENT, MONITOR IMPLEMENTATION OF NCS AND INTERPRET ITS IMPACT ON SERVICE DELIVERY. CO-ORDINATE AND PARTICIPATE IN HEALTH PROMOTION ACTIVITIES AND MONITOR AND EVALUATION OF DATA. DEMONSTRATE BASIC COMPUTER LITERACY AS A SUPPORT TOOL TO ENHANCE SERVICE DELIVERY.

**DUTIES**

- Ensure provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative service in the clinic. Ensure supervision and management of the clinic is done accordingly. Ensure that the clinic committee is functioning and maintaining good relations with community stakeholders. Ensure that implementation of all priority programmes in the clinic is implemented and monitored. Manage and monitor proper utilization of human, financial, physical and material resources. Deal with the disciplinary and grievance matters including monitoring and managing absenteeism. Provision of administrative services by planning, organizing and ensure the availability of medication and essential equipment in the clinic. Monitor and evaluate HR performance EPMDs for all relevant staff.

**ENQUIRIES**

Miss TE Kumalo at Tel No: (039) 833 8000/8117

**APPLICATION**

Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,

**FOR ATTENTION**

Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**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 endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, 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 foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof of possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof of qualification certificates plus registration certificates. Certificate of service endorsed by a CV (experience must be comprehensively detailed).

**CLOSING DATE**

06 December 2019

**POST 42/279**

OPERATIONAL MANAGER NURSING (PHC) REF NO: EST/15/2019

**SALARY**

R562 800 per annum. Other Benefits: 13th Cheque. Housing Allowance. Medical Aid Optional (employee must meet prescribed requirements); 8% rural allowance.

**CENTRE**

Estcourt Hospital: Haviland Clinic

**REQUIREMENTS**

- Senior Certificate – Grade 12. Degree/Diploma in General Nursing and Midwifery. Post basic Diploma in Primary Health Care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2019). At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the post basic qualification in PHC Recommendations: Diploma in nursing administration will be an added advantage. Valid code 08 driver’s licence. Knowledge, Skills, Training and Competencies: Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

**ENQUIRIES**

Miss TE Kumalo at Tel No: (039) 833 8000/8117

**APPLICATION**

Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,

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**CLOSING DATE**

06 December 2019

**POST 42/279**

OPERATIONAL MANAGER NURSING (PHC) REF NO: EST/15/2019

**SALARY**

R562 800 per annum. Other Benefits: 13th Cheque. Housing Allowance. Medical Aid Optional (employee must meet prescribed requirements); 8% rural allowance.

**CENTRE**

Estcourt Hospital: Haviland Clinic

**REQUIREMENTS**

- Senior Certificate – Grade 12. Degree/Diploma in General Nursing and Midwifery. Post basic Diploma in Primary Health Care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2019). At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the post basic qualification in PHC Recommendations: Diploma in nursing administration will be an added advantage. Valid code 08 driver’s licence. Knowledge, Skills, Training and Competencies: Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

**ENQUIRIES**

Miss TE Kumalo at Tel No: (039) 833 8000/8117

**APPLICATION**

Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,

**FOR ATTENTION**

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**CLOSING DATE**

06 December 2019

**POST 42/279**

OPERATIONAL MANAGER NURSING (PHC) REF NO: EST/15/2019

**SALARY**

R562 800 per annum. Other Benefits: 13th Cheque. Housing Allowance. Medical Aid Optional (employee must meet prescribed requirements); 8% rural allowance.

**CENTRE**

Estcourt Hospital: Haviland Clinic

**REQUIREMENTS**

- Senior Certificate – Grade 12. Degree/Diploma in General Nursing and Midwifery. Post basic Diploma in Primary Health Care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2019). At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the post basic qualification in PHC Recommendations: Diploma in nursing administration will be an added advantage. Valid code 08 driver’s licence. Knowledge, Skills, Training and Competencies: Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

**ENQUIRIES**

Miss TE Kumalo at Tel No: (039) 833 8000/8117

**APPLICATION**

Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,
Ensure data management in the clinic is implemented and monitored. Implement and provide support to Sukuma Sakhe project (flagship programme) in the Estcourt sub-district. Conduct clinical audit of priority programmes to improve health care services.

ENQUIRIES: Mrs. S.E. Mhlanga (Acting Assistant Nursing Manager PHC) Tel No: (036) 342 7210
APPLICATIONS: Applications should be sending by courier or hand delivered to Estcourt Hospital, the HR Department, No 1 old main road, Estcourt. All applications must be forwarded to: The Human Resource Department Estcourt Provincial Hospital P/Bag x 7058 Estcourt 3310.

NOTE: Application must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID documents (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. 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: 06 December 2019
POST 42/280: PROFESSIONAL NURSE – SPECIALTY (OBSTETRICS) REF NO: COSH 13/2019 (X1 POST)

SALARY: R383 226 per annum, 13th cheque, medical aid (optional), 12% rural allowance, housing allowance (employee must meet the prescribed requirements).

CENTRE REQUIREMENTS: Church of Scotland Hospital

Matric/Senior Certificate/Grade 12. Current Registration with SANC as a Professional Nurse. Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4/year’s appropriate/recognizable experience after registration with SANC as a General Nurse. Knowledge. 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, requirements and expectations. Possess and demonstrate effective communication skills for dealing with patients, supervisors and other members of the multidisciplinary team. Work as part of the multidisciplinary team to ensure good nursing care. Ability to plan and organize own work and that of support personnel to ensure proper nursing care.

DUTIES: Must be able to manage obstetrical emergencies and high risk conditions. To implement recommendations endorsed on the savings mother report. Provision of Quality Nursing Care through the implementation of standards, policies and procedures couple with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To attend monthly Perinatal Mortality meetings. Assist with MCWH Programmes which will contribute to reduction in mortality and morbidity. To participate in Quality Improvement Programmes and Clinical Audits. Uphold the Batho Pele and Patients’ Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Relieve the Unit Manager for short and long term absences, e.g. when off duty, attending meetings or on leave. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to the laid down Participate in staff, student and patient teaching. Manage and supervise effective utilization of resources e.g. Human, Financial etc. Implementation and sustenance of Infection Control and Prevention Protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Compile daily/monthly statistical data.

ENQUIRIES: Mrs S.Z. Mabaso Tel No: (033) 4931000 Ext. 4014
APPLICATIONS: Please forward/deliver applications quoting the reference number to the: The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X502, Tugela Ferry, 3010.

CLOSING DATE: 06 December 2019. (Late applications will not be accepted)
**POST 42/281**

**PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: EST/13/2019 (X2 POSTS)**

**SALARY**

Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum  
(All-inclusive package plus, 18% in-hospital allowance, Commuted Overtime (subject to approval)

**CENTRE**

- Estcourt District Hospital

**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 Africa Nursing Council as a General Nurse, Midwifery (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 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing and midwifery 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 which at least 10 years must be appropriate/recognizable experience in the specific specialty after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills And Experience Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing 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, problem solving skills, planning/organizing and ability to function as part of the team. Knowledge of SANC rules and regulations.

**DUTIES**

- Preform clinical nursing practice in accordance with the scope of practice and nursing standards as determined.  
- Able to plan and organize own work and that of support personnel to render proper nursing care.  
- Assist in quality improvement activities including clinical audits and data management. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.  
- Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, PPH etc. Identify and manage high risk clients during ante-partum and post-partum manage them or refer them according to policy. Develop, implement and review perinatal mortality and mobility meetings Facilitate and conduct ESMOE and EOST Drills Supervise and mentor all junior staff under your care. Assist in provision of outreach services to Operational Managers and Matrons office when the need arises. Participate in 24-review discussions and implement strategic to reduce maternal and neonatal rate.

**ENQUIRIES**

- Mrs. W Adam Tel No: (036) 342 7038

**APPLICATIONS**

- must be forwarded to: The Human Resource Department Estcourt Provincial Hospital/PBag x 7058, Estcourt 3310.

**NOTE**

- NB: People With Disabilities Are Encouraged Applying. Successful candidates will be subjected to medical assessment. NB: Proof of previous work experience endorsed and stamped by HR.

**CLOSING DATE**

- 06 December 2019

**POST 42/282**

**PROFESSIONAL NURSE (SPECIALTY) ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: SAP 11/2019**

**SALARY**

Grade 1 R383 226 - R444 276 per annum  
Grade 2 R471 333 - R579 696 per annum  
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional). Housing allowance (employee must meet minimum requirements)

**CENTRE**

- St Apollinaris Hospital

**REQUIREMENTS**

- Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science with duration of at least 1year, 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: **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

**DUTIES**

Co-ordinate optimal, holistic, specialized nursing care with set standards and within a Professional/legal framework. Ensure that CARMMA strategy, saving mothers and Saving Babies Recommendations are implemented. Complete patient related data, partake in PPIP and sub-district perinatal meeting. Implement National Core Standards guidelines and standard operational plans. 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.

**ENQUIRIES**

Miss NT Buqa at Tel No: (039) 6338113/8000

**APPLICATIONS**

Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**FOR ATTENTION**

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 endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right to fill or not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, 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 foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. “People with disabilities should feel free to apply”. The target group in terms of employment equity for post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

**CLOSING DATE**

06 December 2019

**POST 42/283**

PROFESSIONAL NURSE – SPECIALTY (PAEDS) REF NO: COSH 14/2019 (X1 POST)

**SALARY**

R383 226 per annum, 13th cheque, medical aid (optional), 12% rural allowance, housing allowance (employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS**

Church of Scotland Hospital

Matric/Senior Certificate/Grade 12. Current Registration with SANC as a Professional Nurse. Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year post basic qualification in Child Nursing Science. A minimum of 4/four year’s appropriate/recognizable experience after registration with SANC as a General Nurse. Knowledge: 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, requirements and expectations. Possess and demonstrate effective communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team. Work 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.

DUTIES:
- Planning, organizing and monitoring of objectives of the specialized unit.
- Provision of Quality Nursing Care through the implementation of standards, policies and procedures couple with supervision and monitoring the implementation thereof.
- To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programmes and Clinical Audits.
- Uphold the Batho Pele and Patients’ Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts.
- Maintain accurate and complete patient records according to legal requirements.
- Relieve the Unit Manager for short and long term absences, e.g. when off duty, attending meetings or on leave.
- Participate in staff, student and patient teaching.
- Exercise control over discipline, grievance and Labour Relations issues according to the laid down.
- Participate in staff, student and patient teaching.
- Manage and supervise effective utilization of resources e.g. Human, Financial etc. Implementation and sustenance of Infection Control and Prevention Protocols.
- Assist with performance reviews i.e. EPMDS as well as student progress reports.
- Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Compile daily/monthly statistical data.
- Attend meetings or on leave. Participate in staff, student and patient teaching.
- Exercise control over discipline, grievance and Labour Relations issues according to the laid down.
- Participate in staff, student and patient teaching.
- Manage and supervise effective utilization of resources e.g. Human, Financial etc. Implementation and sustenance of Infection Control and Prevention Protocols.
- Assist with performance reviews i.e. EPMDS as well as student progress reports.
- Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Compile daily/monthly statistical data.

ENQUIRIES:
- Mrs S.Z. Mabaso
- Tel No: (033) 4931000 ext. 4014

APPLICATIONS:
- Please forward/deliver applications quoting the reference number to the
- The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010.

FOR ATTENTION:
- Mrs N.P. Sithole

NOTE:
- Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website www.kzndh.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83.
- Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign qualification must attach evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE:
- 06 December 2019. (Late applications will not be accepted)

POST 42/284:
- CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 14 /2019 (X4 POSTS)

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

Other Benefits:
- 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12% rural allowance Uniform allowance.

CENTRE REQUIREMENTS:
- Gamalakhe CHC
- STD 10 Certificate Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2019 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:-
  - Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing.
  - Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge,
Skills and Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Report writing skills, and time management skills, good communication, interpersonal relations, counselling and conflict management skills. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs Knowledge of HIV/AIDS plus TB programme.

**DUTIES**

Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Execute disciplinary code and grievance procedure at his/her level. Assist in conducting orientation and induction to all new staff members. Implement and maintain clinical competencies to ensure scientific of nursing process, policies and standards are maintained. Ensure that all administrative functions required in the component are performed to the required standards including performance management development system (EPMDS) Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account including. Ability to handle obstetric and emergencies and high risk conditions and advocate for Nursing Professionalism and Ethics. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in Sub-District assessment of National Core Standards and Ideal Clinics. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO’s, other governmental departments.

**ENQUIRIES**

MRS G.B. Tshiseka Tel No: (039) 318 1113

**APPLICATIONS**

Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe.

**FOR ATTENTION**

Human Resource

**CLOSING DATE**

06 December 2019

**POST 42/285**

CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 15 /2019 (X2 POSTS)

**SALARY**

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance.

**CENTRE REQUIREMENTS**

STD 10 Certificate Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2019 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:-Grade 1 A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. Grade 2 A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES**

Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as
an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Ensure proper utilization and management of resources Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account including operation Sukuma Sakhe. Ability to handle obstetric and emergencies and high risk conditions and advocate for Nursing Professionalism and Ethics. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Ensure participation in National Core Standards and also Ideal Clinic realization. Participate in clinical records audits and monitor priority programs.

ENQUIRIES: MRS N.O. Ndwendwe Tel No: (039) 318 1113
APPLICATIONS: Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249.
FOR ATTENTION: Human Resource Department
CLOSING DATE: 06 December 2019

DEPARTMENT OF TRANSPORT
The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS: Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE: 06 December 2019 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE: Applications must be submitted on the prescribed application form ZB3 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record/statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).
OTHER POSTS

POST 42/286 : CONTROL PROVINCIAL INSPECTOR REF NO: P 24/2019 (X5 POSTS)

SALARY : R733 257 per annum (all inclusive remuneration package)
CENTRE : Public Transport Enforcement Services, Pietermaritzburg
REQUIREMENTS : A relevant tertiary qualification (3 year Diploma/Degree in a Management or Law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus Registered as a Traffic Officer; plus 3-5 years’ management experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus A valid driving licence (minimum code B); plus Valid Peace Officer’s Certificate; plus No criminal rec. Knowledge, Skills, Training and Competencies Required: Knowledge on how to manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Knowledge of driver fitness inspections. Knowledge of vehicle fitness inspections. Knowledge on the completion of Law Enforcement documents. Knowledge of operator fitness inspections. Knowledge of investigations. Working knowledge of applicable legislations – Public transport and traffic environment. Records, resource and customer relationship management skills. Performance, finance and conflict management skills. Projects, time and self-management skills. Risk, change and public information management skills. Planning, organising and people management skills. Service delivery, communication and decision making skills. Results and quality management skills. Problem solving, report writing and workplace relations skills. Conflict management, monitoring and evaluation and management skills. Results/quality management skills. Innovation/continuous improvement skills. Analytical, negotiation and innovative skills. Computer literacy.

DUTIES : Provide effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies: Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery: Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district: Monitor the budget of the region to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the centre. Ensure appropriate use of all facilities.

ENQUIRIES FOR ATTENTION NOTE: Mr FP Sibiya Tel No: (033) 3422 162 Mr C McDougall It is the intention of this Department to consider equity targets when filling these positions. The Successful candidates will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.

POST 42/287 : CHIEF PROVINCIAL INSPECTOR REF NO: P 24/2019 (X4 POSTS)

SALARY : R470 040 per annum
CENTRE : Public Transport Enforcement Services, Pietermaritzburg
REQUIREMENTS : A relevant tertiary qualification (3-year Diploma/Degree in a Management or Law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus Registered as a Traffic Officer; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and

**DUTIES:**

Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

**ENQUIRIES:**

Mr FP Sibiya Tel No: (033) 3422 162

**FOR ATTENTION:**

Mr B Hornsby

**NOTE:**

It is the intention of this Department to consider equity targets when filling these positions. The Successful candidates will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.
ANNEXURE Y

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.

CLOSING DATE : 13 December 2019

NOTE : Applications are hereby invited from suitably qualified candidates for vacant post. NB: Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. Correspondence will be entered into with short listed candidates only. Faxed or E-mailed applications will not be considered.

OTHER POSTS

POST 42/288 : RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: DSD/2019/46
(Three years contract)

SALARY : Prescribed Rates by National Treasury remuneration on Non-official members (Commission & Committees of Enquiry and Audit Committees)

CENTRE : Head Office

REQUIREMENTS : Qualifications and competencies: A post graduate qualification in Risk Management/ Audit/ Finance. CIA/ CASA/ MBA/MBL within the Risk environment will be an added advantage. 5 – 10 years’ experience in Risk Management, Finance, Auditing, Legal environment. Knowledge and understanding of legislation (PFMA, COSO, PSRMF, GRAP, GAAP, Treasury Regulations and relevant legislation and practice notes). Proven track record in chairing high level meetings. An inquisitive personality within reasonable level of probing, analytical reasoning abilities. Candidate must not be a government employee. A valid driver’s license.

DUTIES : The candidate will chair the Department’s Risk Management Committee and discharge its responsibilities as set out in the Risk Management charter. Compile reports to the Accounting Officer. Review and monitor the implementation of risk management framework, policy, charter and strategy within the Department. Review the risk management action plans to be instituted and ensure compliance with such plans. Ensure integration of risk management into planning, monitoring and reporting processes. Provide advice/ guidance on setting risk appetite and review risk appetite and tolerance levels. Ensure compliance to statutory requirement and risk management best practices.

ENQUIRIES : advertised post should be directed to Mr MJ Sekgobela/Ms ME Gafane/Mr QLM Mogotlane at Tel No: (015) 230 4426/4315/4375.

APPLICATIONS : should be addressed to: Head of Department, Private Bag x 9710, Polokwane, 0700 or Hand delivered at 21 Biccard Street, Polokwane 0700.

POST 42/289 : PROFESSIONAL NURSE GRADE 1 REF NO: DSD/2019/47 (X2 POSTS)

SALARY : R256 905 per annum

CENTRE : Sekutupu Old Age Home

REQUIREMENTS : Qualifications and competencies: Basic R425 qualification i.e Diploma/Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Supervision skills. Information management. Computer literacy.

DUTIES : Key Performance Areas: Provide direction and supervision for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Working in partnership with a diverse range of clients with addiction problems, their families and to promote recovery and well-being. Patient transfer to other health facilities. Participate in the treatment program. Assessment and management of risk physical health screening for co-existing physical health problems including blood borne diseases and nursing interventions. Participate in comprehensive assessments, treatment planning, evidence-based interventions (inclusive of risk assessment and
management) and discharge planning for clients with complex addiction problems. Conduct outreach.

**ENQUIRIES**: advertised post should be directed to Mr MJ Sekgobela/Ms ME Gafane/Mr QLM Mogotlane at Tel No: (015) 230 4426/4315/4375.

**APPLICATIONS**: should be addressed to: District Director: Capricorn District, Private Bag X9710, Polokwane, 0700 or Hand delivered at 34 Hans Van Rensburg Street, Polokwane 0700
ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

APPLICATIONS
Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735, or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE
06 December 2019

NOTE
The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position. Candidates who previously applied for some of the advertised positions are encouraged to re-apply, should they still be interested.

MANAGEMENT ECHELON

POST 42/290
DIRECTOR-GENERAL: NORTH WEST OFFICE OF THE PREMIER
REF NO: NWP/OOP/2019/01
(5 year fixed term Contract)

SALARY
R1 978 533 per annum (Level 16) (All inclusive)

CENTRE
Mmabatho

REQUIREMENTS
An undergraduate qualification at NQF level 7 and a post-graduate qualification at NQF level 8. 8-10 years of senior managerial experience of which five (5) years must be as a Senior Management Service member in the Public Service. Competencies: Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication; Honesty and Integrity; Proven experience in the Implementation of senior management programmes within a Public Sector institution; Change management. Essential skills must include: Proven innovative and creative ability, a high level of liaison, negotiation and communication skills appropriate for this broad management role as well as Financial Management skills; Knowledge of Economic and social Development as well as relevant Governance issues; Integrated Government Regional Integration; Minimum Information Security Standards; Supply Chain Management; Networking skills; Diversity and Transformation; Proven experience in the implementation of service delivery and co-ordination programmes within the Public Service.

DUTIES
Provide high quality advice and technical support to the Premier and to the Executive Council in discharging its Provincial duties. Act as Secretary to the Executive Council. As Accounting Officer for the Office of the Premier be responsible for the Strategic Management of the Office and ensuring that Financial, Human and physical resources are managed efficiently, effectively and economically in accordance with government policies, Acts and prescripts. Responsibility for coordination of Provincial Administration at technical level for the implementation of Social and Economic Policies, Plans, projects and programmes. Monitor the implementation of transformation and programmes of the Public Service. Responsibility of Intergovernmental Relations (National, Provincial and Local Government Spheres).

ENQUIRIES
Mr. S. Mpanza Tel No: (018) 388 3040
POST 42/291

DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2019/02

Job Purpose: To manage and coordinate Financial Planning, Monitoring and reporting processes in the Office of the Premier

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package)
CENTRE: Mmabatho
REQUIREMENTS: A Bachelor’s degree in Financial Management /Auditing and/or equivalent qualification (NQF level and Credits). Extensive relevant experience of which five years five (5) years must be at middle management in the relevant field. Vast knowledge and experience in financial management, Public Finance Management Act and Treasury Regulations. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

DUTIES: Development of financial management policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cashflow. Monitor and report on expenditure trends. Provision of revenue services.

ENQUIRIES: Ms. T.M. Mooketsi Tel No: (018) 388 4277

POST 42/292

DIRECTOR: ICT CUSTOMER RELATIONS REF NO: NWP/OOP/2019/03

Job Purpose: To Provide Customer Relations Services in the North West Provincial Government

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package)
CENTRE: Mmabatho
REQUIREMENTS: A Bachelor’s degree in Information Technology and/or equivalent (NQF level and Credits). Extensive relevant experience of which five (5) years must be at middle management level. Sound knowledge and understanding of ICT related prescripts and legislation. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.


ENQUIRIES: Mr. C.C. Gabriel Tel No: (018) 388 4032

OTHER POSTS

POST 42/293

DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: NWP/OOP/2019/04

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE: Mmabatho
REQUIREMENTS: A Bachelor’s degree in Management Advisory Services and/or equivalent (NQF level and Credits). Certificates in Job Evaluation and Persal Staff Establishment training in the public service and Org plus training (must be attached to the application). 6-7 years’ experience in organizational development/design environment of which three (3) years must be at in junior management (Assistant Director) level. Knowledge: Knowledge of Organizational Development, organizational design, job evaluation system, procedure and methods specifically in the public service. Sound knowledge and understanding of human resource legislation in the public service. Skills: Problem Solving and Good communication skills, Writing and Analytical skills and Computer literacy. Facilitation and presentation skills and Project management skills.

management services and employee satisfaction survey. Management of staff and development of policies. Coordinate and consolidate reports.

ENQUIRIES : Mr. M.M. Badimo Tel No: (018) 388 3085

POST 42/294 : DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: NWP/OOP/2019/05

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Bachelor’s degree in Human Resource Management and/or equivalent (NQF level and credits), 6-7 years’ experience in recruitment and selection and/or employment practices of which three (3) years must be at junior management level. Knowledge: Knowledge of human resource management legislation in the public service. Skills: Good communications and Problem solving skills; Computer literacy; Writing and Analytical skills; Planning and organizing skills; Facilitation and presentation skills; Coordination and Project management skills.

DUTIES : Monitoring the recruitment and selection processes in the North West Provincial Administration. Monitor the appointment processes in the North West Provincial Administration. Evaluate the effectiveness of recruitment, selection and appointment processes in the North West Provincial Administration. Develop and oversee the implementation of standardized recruitment, selection and appointment processes across the North West Provincial Administration. Monitoring the human resource personnel records system. Contribute towards the development of the directorate’s annual performance plan and ensure that assigned projects are completed within the timeframe. Coordinate and consolidate recruitment, selection and appointment reports. Analyze the recruitment, selection and appointment practices in the North West Provincial Administration and produce intervention measures. Advise Provincial Government Departments on recruitment, selection and appointment processes. Management of staff.

ENQUIRIES : Mr. S.M. Bahula Tel No: (018) 388 3087

POST 42/295 : DEPUTY DIRECTOR: ICT SECURITY REF NO: NWP/OOP/2019/06

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Bachelor’s degree in Information Technology and/or equivalent (NQF level and credits), 6-7 years’ experience in information technology security of which three (3) years must be at junior management level. Knowledge: ICT Security standards, Network security, CheckPoint Firewall, Resource Access Control Facility and end point security management. Network penetration testing and techniques. Skills: Expertise in anti-virus, intrusion detection, firewalls and content filtering tools. Vulnerability and risk assessments. Report writing skills, Problem solving skills and Interpersonal relationship skills. Advanced Computer literacy in Excel, Word, Power point.


ENQUIRIES : Mr. C.C. Gabriel Tel No: (018) 388 4032

POST 42/296 : DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS AND LABOUR RELATIONS REF NO: NWP/OOP/2019/07

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : A Bachelor’s degree in Labour Relations or Employee Health and Wellness and/or equivalent (NQF level and credits), 6-7 years’ experience in Labour Relations or Employee Health and Wellness of which three (3) years must be at junior management (Assistant Director) level in the public service. Knowledge: Knowledge of Employee Health and Wellness Strategy for the Public Service and its related policies. Knowledge of Occupational Health and Safety Act and Labour Relations Act as well as policies and procedures in the public service. Skills: Good communications and Problem solving skills; Computer literacy; Writing and Analytical skills; Planning and organizing skills; Facilitation and presentation skills; Coordination and Project management skills.

DUTIES : Development and implementation of Employee Health and Wellness policies and procedures. Development and implementation of Occupational Health and Safety
policies and procedures. Development and implementation of Labour Relations policies and procedures. Manage the provision of Employee Health and Wellness, Occupational Health and Safety and Labour Relations services. Coordinate and consolidate reports. Management of staff.

ENQUIRIES : Mr. M.M. Badimo Tel: (018) 388 3085

POST 42/297 : DEPUTY DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2019/08

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

REQUIREMENTS : Appropriate Bachelor’s degree and/or equivalent (NQF level and credits). 6-7 years’ experience in investigation of which three (3) years must be at junior management level. Knowledge: Law of evidence, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act and Treasury Regulations. Skills: Writing and Analytical skills, Investigative Communication and Report Writing skills, Cross Examination and presentation skills.

DUTIES : Investigate acts of misconducts, fraud and corruption in the North West Provincial Administration. Produce well written investigation reports. Serve as the Employer Representative during the disciplinary proceedings. Provide advice to management on investigations. Coordinate and Consolidate reports. Management of staff. Facilitate advocacy sessions on fraud and corruption within the North West Provincial Administration.

ENQUIRIES : Ms. S. M. Mphehlo Tel No: (018) 388 4038

POST 42/298 : DEPUTY DIRECTOR: IT PLANNING AND ENTERPRISE ARCHITECTURE REF NO: NWP/OOP/2019/09

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

REQUIREMENTS : A Bachelor’s degree in Information Technology and/or equivalent (NQF level and credits). 6-7 years’ experience in information technology planning of which three (3) years must be at junior management level. Knowledge: Enterprise Architecture frameworks, especially Togaf 9.1, COBIT 5 and ICT International best practices. Skills: Advanced Computer literacy in Excel, Word, Power point, Report writing skills, Problem solving skills and Interpersonal relationship skills.

DUTIES : Development, coordinate implementation and monitoring of strategic and tactical IT plan in the North West Provincial Administration. The development of strategic and tactical IT plans for GITO. The development and management of an Enterprise Architecture capability for the North West Provincial Administration. Coordinate and Consolidate reports. Management of staff.

ENQUIRIES : Mr. C.C. Gabriel Tel No: (018) 388 4032

POST 42/299 : ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2019/10

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

REQUIREMENTS : Bachelor’s degree or National Diploma in Human Resources Management/ Public Administration and/or equivalent qualifications (NQF Level and Credits). 3-5 years relevant work experience of which 3 years must be at Senior Personnel Practitioner level. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills and interpersonal relations. Knowledge of the Public Service Legislation including legislation that governs Human Resource Recruitment and selections practices. Computer literacy.

DUTIES : Co-ordinate and perform recruitment, selection and placement for the Department. Coordinate and render personnel suitability checks and facilitate Senior Management Service competency assessments. Render advice and support to line management and personnel on HR matters. Administer remuneration and employees’ benefits. Manage the implementation of HR policies, systems and procedures. Development of departmental HR Policies. Management of staff.

ENQUIRIES : Mr. P.K. Letebejana Tel No: (018) 388 3741
ANNEXURE AA

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE
09 December 2019

NOTE
Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. 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

MANAGEMENT ECHelon

POST 42/300
DIRECTOR: FARMER SUPPORT AND DEVELOPMENT (WEST COAST) REF NO:
AGR 2019-61

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

CENTRE
Department of Agriculture, Western Cape Government

REQUIREMENTS
An appropriate Degree in Agriculture with a minimum of 5 years middle/senior management experience in the agricultural sector or related fields; A valid code B driver’s license (or alternative mode of transport for people with disabilities). Recommendation: An appropriate Honours Degree; Experience in People Management (HR); Experience in building and maintaining relationships with municipalities and all other stakeholders; Experience in dealing with organisational issues supported by inter-departmental structures to reach the required results; and the appropriation of equipment for use by the Programme: Farmer Support and Development is subjected to the availability of funds in the specified financial year as well as the MTEF. Competencies: Knowledge and appropriate experience in co-ordination and facilitation of agricultural development in land reform and food security; Knowledge of budget control and financial management; Computer literate in MS Suite; Good communication skills; A person with analytical skills who can operate in a multi-cultural, unbiased, open minded and pressurised environment; Knowledge of rural development; Strategic leadership and capability; Change Management; Expenditure and management of the conditional grants and applicable legislation.

DUTIES
Facilitate the settlement of farmers in collaboration with the Department of Rural Development and Land Reform; Manage the provision of extension and advisory services to farmers within the specific district; Manage Human Resource and sub-programme budget; Establish and manage linkages with commodity formations and other key role players (internal and external); Support and strengthen all farmers to produce optimally; Establish and manage links with Local Government; Manage the implementation of agricultural project in collaboration with commodity partners including food security; and Manage the implementation of the national nutritional and food security policy in the Western Cape.

ENQUIRIES
Dr M Sebopetsa at Tel No: (021) 808 5103

DEPARTMENT OF HEALTH
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE
It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
MANAGEMENT ECHELON

POST 42/301 : DIRECTOR: EMERGENCY MEDICAL SERVICES
Chief Directorate: General Specialist and Emergency Services

SALARY : R1 057 326 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Directorate: Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: An appropriate qualification (NQF 7) in a health-related field with at least 5 years’ experience at a middle or senior management level. Experience: Sound experience in management in the health service environment in order to manage a health institution efficiently and effectively in terms of the management framework of the Public Service in accordance with the strategic direction of the National/Provincial Health Department. Proven management competencies specific to the emergency health care environment. Inherent requirement of the job: Valid code B/EB driver’s license. Competencies (knowledge/skills): Knowledge and skills in dealing with Medico-legal matters as they apply to EMS and Emergency Departments. In depth knowledge of the operational environment and Emergency Medical Services systems. Independent effective decision-making and problem-solving skills. Interpersonal skills, including Public Relations, negotiation, facilitation, and counselling skills, as well as presentation and Public speaking skills. Computer literacy skills, especially MS Word, MS Excel, MS Access, MS Power Point as well as internet and e-mail. Understanding of and competency in the Public Sector Financial Management Systems, Human Resource Management and Development, Labour Relations, Staff Wellness, Occupational Health and Safety, EMS Information Management and Emergency Communications Systems. Ability to communicate in at least two of the three official languages of Western Cape.

DUTIES : Strategic Management of Pre-Hospital Care, Medical Rescue services and Wilderness Search and Rescue services, Mass Incidents and Disaster Management, Special Events, as well as the integration of the Air Mercy Services. Ensure continuous maintenance or improvement of response-time performances. Strategic Management of patient transport services including Planned Patient Transfers and Inter-facility transfers. Ensure the effective management of the Information and Communication Technology Services. Developing and implementing a framework of norms and standards for EMS and the astute monitoring thereof. Develop protocols to improve the quality of care and decrease adverse patient incidents. Effective, efficient and sustainable financial planning and control. Manage the emergency and disaster medicine services across the Province. Ensure the integrated management of emergency clients through competent EMRS and Support personnel. Ensure effective EMRS Supply Chain Management structures and systems. Ensure that a positive attitude amongst EMS personnel is developed and motivation is sustained. Imbed Occupational Health and Safety in EMS. Ensure the effective management of EMRS facilities. Ensure that facilities and/or EMRS vehicles comply with relevant legislation and regulations. Implement and act on policy directives and decisions. Perform after-hours duties, on call availability for the management of operational coordination between emergency facilities. Overall responsible for Corporate Governance including all aspects of Human Resource Management, Development and sound Labour Relations.

ENQUIRIES : Dr MS Kariem Tel. No: (021) 815-8708
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. The Department is in transition towards a reconfigured architecture. The Directorate: EMS will in future report to a reconfigured Chief Directorate: Emergency and Clinical Support Services.

CLOSING DATE : 13 December 2019

POST 42/302 : CHIEF EXECUTIVE OFFICER (X3 POSTS)
Chief Directorate: Metro Health Services

SALARY : R1 057 326 per annum

CENTRE : Karl Bremer Hospital (X1 Post)
Mitchell’s Plain District Hospital (X1 Post)
Khayelitsha District Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field with at least 5 years’ experience at a middle/senior managerial level.
Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with the proven skills and ability in the financial management of health service. Open minded and ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to respond fast, decisively and appropriately to rapidly changing situations.

**DUTIES**

Exercise leadership and overall governance of institution with departmental strategic priorities and frameworks. Overall responsibility for Clinical Governance of the hospital ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of people management and development, Financial Management and management of Support Services.

Incumbent will be required to manage the health facility efficiently and effectively in terms of the management framework of the public Service in accordance with the strategic direction of the National/Provincial Health department. Represent the institution appropriately in relevant internal and external governance interactions.

Provide leadership support to the specific Hospital (Metro Health Services) to deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Sub-district. Implement Health Policies and Protocols.

**ENQUIRIES**

Dr G Perez Tel No: (021) 938-4136

**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**

06 December 2019

**OTHER POSTS**

**POST 42/303**

MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY) (DIVISIONS OF CRITICAL CARE)

**SALARY**

Grade 1: R1 283 601 per annum

Grade 2: R1 467 651 per annum

Grade 3: R1 604 781 per annum

(A portion of the package can be structured according to the individual’s personal needs) (It will be expected of a successful candidate to participate in a system of remunerated overtime.)

**CENTRE**

Groote Schuur Hospital, Observatory

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialty) in Critical Care. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialty) in Critical Care. Experience:

*Grade 1*: None after registration with HPCSA as a Medical Specialist (Sub-specialty) in Critical Care. *Grade 2*: A minimum of 5 years’ appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Critical Care. *Grade 3*: A minimum of 10 years’ appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Critical Care. Competencies (knowledge/skills): Proven experience of dealing with patients in a multidisciplinary intensive care unit where management by a critical care specialist is essential. Experience to include medical/surgical/transplant/cardiothoracic and neurosurgery as well as the provision of extra corporeal membrane oxygenation (ECMO). A background that compliments and strengthens the current expertise within the Division of Critical Care.

**DUTIES**

Fulltime clinical service provision within all units falling under the Division of Critical Care. Patient care and supervision of junior medical staff. Supervision and training of medical staff in Critical Care Including the use of ultrasound and extra corporeal support modalities. Participation in management and resource allocation within Critical Care. Participation in clinical audit and outreach programmes in Critical Care. Development and implementation of research pertinent to Critical Care.

**ENQUIRIES**

Prof I Joubert Tel No: (021) 404-3279/ Dr S Peters Tel No: (021) 404-5195
APPLICATIONS
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE
No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment."

CLOSING DATE
06 December 2019

POST 42/304
MEDICAL SPECIALIST GRADE 1 TO 3 (CHILD AND ADOLESCENT PSYCHIATRY)
(Contract until 28 February 2021)

SALARY
Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

CENTRE
Tygerberg Hospital, Parow Valley

REQUIREMENTS
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist Psychiatrist. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years’ appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: In possession of a valid driver’s licence and ability to travel to other health facilities. Willingness to perform afterhours call duties. Competencies (knowledge/skills): Appropriate level of knowledge of and skills in the field of child and adolescent psychiatry. Good management and communication skills. Ability to communicate in at least two of the official languages of the Western Cape. Ability to function well in a multidisciplinary team environment.

DUTIES
The overall planning and management of Environmental Health. Interface between National and District Environmental Health services and implementation Support. Effective monitoring, evaluation and support of District Municipal Environmental Health services. Coordinate the effective control over the sale of Group I Hazardous substances to co-ordinate the investigation of chemical poisonings. Working closely with the Provincial Communicable Disease Control (CDC) component on the effective co-ordination of the response to notified medical conditions. Effective support to the
management of Provincial Health Care Risk Waste (HCRW) so as to be able to support
districts and health institutions with the National/ Provincial implementation plan for
management. District Health Planning, management, monitoring and evaluation
environmental health programs, Data analysis and reporting procedures. Previous
exposure to dealing with and managing Disaster and Outbreak interface between
public and private sectors in Health Services. Data analysis and reporting procedures.

ENQUIRIES : Mr A Thomas Tel No: (021) 918-1233
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 : 06 December 2019
POST 42/306 : CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)
(QUALITY ASSURANCE AND TRAINING)
Garden Route District

SALARY : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
CENTRE REQUIREMENTS : Kannaland Sub-district
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 qualification with a
duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment,
Treatment and Care (R48) accredited with the SANC. Registration with a professional
council: Registration with the SANC as a Clinical Nurse Practitioner. Experience:

Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing 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 after obtaining the 1-
year post basic qualification in the relevant specialty. Inherent requirements of the job:
Valid (Code B/EB) driver's licence. Proficient in at least two official languages of the
Western Cape. Computer skills with working knowledge of MS Office and ability to
apply programs. Competencies (knowledge/skills): Extensive knowledge of health
service delivery systems with leadership and management skills. Excellent verbal and
written communication skills as well as interpersonal skills. Sound knowledge of the
principles and policies of Quality Assurance, Risk Management, Infection Prevention
and Control (IPC) and Occupational Health and Safety. Teaching / presentation,
training and assessment skills.

DUTIES : Manage the Quality Assurance programme in the Kannaland sub district. Monitor and
respond to consumer complaints and compliments. Analysing training needs, planning
and coordinating clinical training, skills development and maintenance of competence
interventions in the Kannaland Sub-district. Presentation facilitation and co-ordination
of clinical service training programs at Kannaland sub-district. Monitoring, evaluation
and reporting of clinical training and clinical skills development interventions at
Kannaland sub district. Effective leadership, management and governance.

ENQUIRIES : Dr. JF Denkema Tel No: (028) 551-1010
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. The successful
candidate will be required to enter into an employment contract and a performance
agreement. Short-listed candidates may be required to do a practical test
(competency-based assessment).
CLOSING DATE : 06 December 2019
POST 42/307 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
CENTRE REQUIREMENTS : District Six Community Day Clinic
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 Advanced Psychiatric
Nursing Science. Registration with a professional council: Registration with the SANC
as Professional Nurse and proof of current registration for 2019. Experience: Grade 1:
A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing 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 Psychiatry after obtaining the one 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 communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Effective written and verbal communication in at least two of the three official languages of the Western Cape.

**DUTIES:** Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

**ENQUIRIES:** Mr T Abrahams Tel No: (021) 833-5400

**APPLICATIONS:** Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**NOTE:** No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

**CLOSING DATE:** 06 December 2019

**POST 42/308:** ASSISTANT DIRECTOR: LABOUR RELATIONS

Directorate: Labour Relations

**SALARY:** R376 596 per annum

**CENTRE:** Head Office, Cape Town

**REQUIREMENTS:** Minimum educational qualification: An appropriate 3 years Degree/Diploma (or equivalent) qualification in Human Resource Management. Experience: Appropriate experience in a Labour Relations Environment. Inherent requirement of the job: A valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge of labour relations, specific the handling of disciplinary matters. Conflict and dispute resolution skills. Good verbal and written communication skills in at least two of the official languages of the Western Cape. Presentation and Computer literacy in MS Office.

**DUTIES:** Dealing with conflict and the resolution of disputes. Dealing with investigation of disciplinary matters and representing the employer in disciplinary hearings. Provide capacity development to employees/supervisors/managers on labour relations matters. To research, developing and implement strategies in labour relations. Monitoring and Evaluation functions.

**ENQUIRIES:** Mr J Barends Tel No: (021) 483 3276

**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:** 06 December 2019

**POST 42/309:** SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT

Chief Directorate: Metro Health Services

**SALARY:** R316 791 per annum

**CENTRE:** Khayelitsha District Hospital

**REQUIREMENTS:** Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Human Resource Management. Experience: Appropriate experience in Human Resource Administration, supervisory and PERSAL. Inherent requirements of the job: Willingness to work after hours. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Sound practice knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and resolution, various OSD’s, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices. Good verbal
and written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing.

**DUTIES**
Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, Appointments, Pensions, PILIR, Structuring of packages, SPMS, Establishment Administration, RWOEE, Commuted Overtime and Recruitment and Selection etc. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance to Human Resources policies. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

**ENQUIRIES**
Mr J Minnies Tel No: (021) 360-4229

**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**
06 December 2019

**POST 42/310**
STATE ACCOUNTANT
Directorate: Facilities and Infrastructure Management

**SALARY**
R257 508 per annum

**CENTRE**
Head Office, Cape Town

**REQUIREMENTS**
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in public sector financial environment and relates systems and on the Key Performance Areas (KRA’s) of post. Inherent requirements: Valid (Code EB/B) driver’s licence. Ability to travel and work overtime if required. Competencies (Knowledge/skills): Knowledge and experience of working within the built environment sector. Excellent interpersonal skills and the ability interact with a broad range of users. Ability to analyse information. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Sound understanding of accounting principles. Knowledge of the budgeting process, BAS, LOGIS, AFS Reporting, Ledger Account clearing, Payments. Knowledge of the PFMA, DORA, National and Provincial Treasury Regulations. Sound knowledge of MS Office, MS excel, Vulindlena.

**DUTIES**

**ENQUIRIES**
Mr G Bailey Tel No: (021) 483-0891

**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**
06 December 2019

**POST 42/311**
ADMINISTRATION CLERK: ADMISSIONS
Overberg District

**SALARY**
R173 703 per annum

**CENTRE**
Villiersdorp Clinic, Theewaterskloof Sub-district

**REQUIREMENTS**
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Administration experience in Hospital or Clinic Environment. Experience in PHCIS system. Inherent requirements of the job: Willingness to work extended hours and overtime on short notice to meet operational requirements. Must be able to work on Primary Health Care Information System. Must be able to work under pressure in Clinic Environment. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
(key result areas/outputs): Admission of patients, maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders.
Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.

ENQUIRIES : Ms H Blignaut Tel No: (028) 840 1460
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 : 06 December 2019
POST 42/312 : ADMINISTRATION CLERK: SUPPORT (HAST)
Overberg District
SALARY : R173 703 per annum
CENTRE : Overstrand Sub-District
DUTIES : Perform administrative functions pertaining to the TB/HIV/STI/PMTCT Programmes in the sub-district. Central data capturing of Sub-district TB information on the electronic register. All data capturing, report compiling and other reasonable duties requested by manger. All reception duties, including the making and answering of telephone calls. Liaise with NGO partners and events planning.
ENQUIRIES : Ms A Rust Tel No: (028) 313-5260
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 : 06 December 2019
POST 42/313 : ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)
Chief Directorate: Metro Health Services
SALARY : R173 703 per annum
CENTRE : District Six Community Day Clinic (X1 Post)
Du Noon Community Health Clinic (X2 Posts)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/Registration/Admissions and support services in the facility. Inherent Requirements: Perform relief duties as required, work shifts (day/night in a 24-hour service environment), public holidays, weekends and extended hours. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel, Outlook). Interpersonal skills and Organisational skills. Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of and experience in operating PHCIS / Tier.net. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, also maintains confidentiality. Innovative, hardworking and good time management.
DUTIES : Render patient admissions and support service. Record keeping, compile new folders, retrieve and file folders, results and other documents, also trace lost folders. Deal with written or telephonic queries with regards to patient admission matters. Maintain a record management archive system. Monitoring and maintaining waiting time at accessible reception/admissions point. Perform related administrative tasks as instructed by supervisor.
ENQUIRIES : District Six CDC: Mr T Abrahams Tel No: (021) 833-4500
Du Noon CHC: Mr W Caesar Tel No: (021) 200-4500
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 : 06 December 2019
POST 42/314 : ADMINISTRATION CLERK: ADMISSIONS
Chief Directorate: Metro Health Services
SALARY : R173 703 per annum
CENTRE : Hanover Park Community Health Centre
**REQUIREMENTS**  
Minimum educational qualification: Senior Certificate (or equivalent). Experience:  
Appropriate experience in capturing on PHCIS and Tier.net. Appropriate experience in  
a Fees/reception and hospital environment. Inherent requirement of the job:  
Willingness to work shifts (night duty and weekend) and do relief work. Competencies  
(knowledge/skills): Computer literacy (Ms Word and Excel). Excellent communication  
skills (verbal and written) in at least two of the three official languages of the Western  
Cape.

**DUTIES**  
Admission, transfer, discharge patients and handling of patient enquiries. Appointment  
system processes, ensure correct management of patient folders at reception areas  
and schedule appointments on system. Filing and retrieving of folders. Achieving and  
disposing of folders as per Policy. Accurate collection, safekeeping and deposit of state  
money. Correct patient assessment, accurate data collection and recording, helpdesk  
assistance.

**ENQUIRIES**  
Ms M James Tel No: (021) 692-4972

**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**  
06 December 2019

**POST 42/315**  
ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)  
Chief Directorate: Metro Health Services

**SALARY**  
R173 703 per annum

**CENTRE**  
Metro TB Hospital Centre (Brooklyn Chest Hospital)

**REQUIREMENTS**  
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics  
or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with  
experience/competencies that focuses on the Key Performance Areas (KRA’s) of the  
post. Experience: Appropriate experience in Supply Chain Management. Appropriate  
experience and knowledge of Public Sector Procurement and Supply Chain  
Management Processes and Procedures. Inherent requirement of the job: Valid (Code  
B/EB) driver’s licence. Competencies (knowledge/skills): Appropriate knowledge of the  
Public Finance Management Act (PFMA), National Provincial Treasury Regulations  
and Policies. Strong analytical skills and problem solving abilities. Must be computer  
literate and have knowledge of related procurement systems. Ability to communicate  
effectively (verbal and written) in at least two of the three official languages of the  
Western Cape.

**DUTIES**  
Demand and Acquisition Management of Goods and Services for Metro TB Hospital  
Centre, including Clinics. Compilation of Specifications for various Goods and Services  
to meet the requirements of the End-user. Sourcing of Quotations for Goods and  
Services via the EPS. Preparation of Quotation Batches for the Quotation Committee.  
Processing and expediting of Purchase Orders. Communication and Feedback with  
Suppliers and End-users. Report in terms of Procurement Related Transactions on a  
monthly basis.

**ENQUIRIES**  
Mr R Cajada Tel No: (021) 508-7451

**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**  
06 December 2019

**POST 42/316**  
ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT: ASSETS  
Garden Route District

**SALARY**  
R173 703 per annum

**CENTRE**  
Riversdale Hospital, Hessequa Sub-district

**REQUIREMENTS**  
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics  
and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with  
experience/competencies that focuses on the Key Performance Areas (KRA’s) of the  
post. Experience: Appropriate experience in Supply Chain and Asset Management.  
Appropriate experience in the LOGIS system. Inherent requirement of the job: Valid (Code  
B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal  
skills, the ability to maintain confidentiality and excellent communication skills  
(verbal and written) in two of the three official languages of the Western Cape. Computer  
literacy (MS Word, Excel and Outlook) Programmes. Sound theoretical and practical  
knowledge of policies regarding Asset, Financial, Supply Chain, and Warehouse  
Management, LOGIS system functions, PFMA, Treasury Directives and legislation  
pertaining to an Asset Management environment. Ability to effectively multi-task,  
function independently and under pressure in a physically demanding environment.
DUTIES: Responsible for the procurement of all assets and disposed items (as identified by the committee) via the correct processes, the receipt of assets (accurate and correct) and the system functions related to procedures. Conduct stock-taking and ad-hoc inspections. Manage, maintain and update of asset registers within the Hessequa Sub-district. Manage movements of assets and update bar coding. Assist with payments function on the LOGIS system as well as the creation and maintenance related to asset management (including disposed items). Assist with the disposal of redundant obsolete and unuseable items in accordance to existing prescripts and with monthly BAS/LOGOS reconciliations.

ENQUIRIES: Mr H Crous Tel No: (028) 713-8642

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: 06 December 2019

POST 42/317: ECM SCANNING OPERATOR
Chief Directorate: Metro Health Services

SALARY: R145 281 per annum

CENTRE: Mitchells Plain District Hospital


DUTIES: Collect patient folders in the wards and other service areas/ Follow-up on outstanding folders in wards. Return folders on Clinicom. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning. Scanning of folders. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter filing of scanned documents into patient folders. Ensure the workspace is tidy and organised.

ENQUIRIES: Mr A Moses Tel No: (021) 377-4497

APPLICATIONS: The Chief Executive Officer: Mitchells Plain Hospital, Private Bag X 9 Mitchells Plain, 7789.

FOR ATTENTION: Ms C Johnson

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 13 December 2019

PROVINCIAL TREASURY

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

CLOSING DATE: 09 December 2019

NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. 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
MANAGEMENT ECHELON

POST 42/318

DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES REF NO: PT 2019-47

SALARY: R1 521 591 per annum (Level 15). (All–inclusive salary package)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: An appropriate undergraduate qualification and a post-graduate qualification (NQF level 8) as recognised by SAQA; A minimum of 8 years’ experience on senior management level; and A valid code 8 driver's licence (or alternative mode of transport for people with disabilities). Competencies: Demonstrate expertise and experience of the following: People and Financial Management; Financial norms and standards; and Financial management systems. Strategic Management and Leadership; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients.

DUTIES: Line Management: Strategic management, guidance and advice with regard to provincial and local government public finance and public policy. This includes the following broad areas of service delivery: Assist, assess and report on municipal budgets revenue and expenditure management, including municipal entities and to drive the implementation of the MFMA at specific municipalities. Assist, assess and report on municipal budgets revenue and expenditure management, including municipal entities and to drive the implementation of the MFMA at specific municipalities. Ensure fiscal architecture (equitable share research and FFC interaction) as well as research into new and existing revenue sources. Promote effective financial resource allocation for provincial government and provide for economic analysis and advice that informs fiscal policy and the budget allocation process. Improve budget planning and implementation of municipalities to facilitate improved responsiveness of its budgets to socio-economic realities. Render business information and data management services. Promote the effective and efficient management of movable assets and infrastructure delivery and advise departments and municipalities on PPP projects. Evaluate and improve the credibility and sustainability of the provincial budget as well as to monitor the implementation thereof. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch. Participate in the Departmental strategic planning process. Active involvement in the development and management of the Branch’s strategic and business plans for the Branch. Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards. Report to the Senior Executive Manager on a regular basis on the activities of the Branch. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Branch’s Business Plan. Motivate, train and guide staff within the Branch, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Branch. Monitor information capacity building within the Branch. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Branch. Promote sound labour relations within the Branch. Actively manage and promote the maintenance of discipline within the Branch. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Branch. Assume direct responsibility for the efficient, economic and effective control and management of the Branch’s budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Branch. Report to the Accounting Officer on all aspects of the Branch’s finances. Perform diligently all duties assigned by the Accounting Officer. Assume overall responsibility for the management, maintenance and safekeeping of the Branch’s assets. Ensure that full and proper records of the financial affairs of the Branch are kept in accordance with any prescribed norms and standards.

ENQUIRIES: Ms J Gantana at Tel No: (021) 483 6267