PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 44 OF 2019
DATE ISSUED: 06 DECEMBER 2019

1. Introduction
1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates
2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments
3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENTS:

DEPARTMENTS OF SOCIAL DEVELOPMENT: Kindly note that the post of Social Worker; VEP and Prevention of Gender Based Violence Unit: advertised in Public Service Vacancy Circular 43 dated 29 November 2019, has been amended as follows: Applicants must be in possession of a valid driver’s licence. It should also be noted that the enquiries for Eastern Cape, Mpumalanga, Northern Cape and Western Cape have been amended as follows: Eastern Cape: Applications can be hand delivered to: 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 Tel No: (043) 605 5101/ Ms A Njaba at Tel No: (043) 605 5101/ Mr M Madonci at (043) 605 5101, Mpumalanga, Enquiries can be directed to: Ms Zodwa Maseko at Tel No:(013) 766 3120, Northern Cape, Enquiries can be directed to: Ms R Leburu (HRM) at Tel No: (053) 874 9250/ Mr P Abrahams at Tel No: (053) 874 9119, Western Cape, Enquiries can be directed to: Ms R Botha at Tel No: (021) 483 4303/ Ms L George at Tel No: (021) 483 6183 Kindly note that the requirements for the posts of 200 Social Worker Grade 1, Ref No: (Ref: L2/ Eastern Cape /2019), (Ref: L2/ Gauteng /2019), (Ref: L2/ Free State /2019), (Ref: L2/ Kwa-Zulu Natal /2019), (Ref: L2/Mpumalanga /2019), (Ref: L2/ Limpopo/2019), (Ref: L2/ North West /2019), (Ref: L2/ Northern Cape /2019), (Ref: L2/Western Cape /2019) (Provincial), DEPARTMENT OF ENVIRONMENTAL AFFAIRS: Kindly note that the post of Director; Budget and Financial Management with Ref No:
CFO01/2019 which was advertised on Public Service Vacancy Circular 43 on dated 29 November 2019 has been withdrawn. The Department would like to apologise for the inconvenience caused.
### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC EDUCATION</td>
<td>A</td>
<td>04 - 07</td>
</tr>
<tr>
<td>DEFENCE</td>
<td>B</td>
<td>08 - 09</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>C</td>
<td>10</td>
</tr>
<tr>
<td>HUMAN SETTLEMENT</td>
<td>D</td>
<td>11 - 12</td>
</tr>
<tr>
<td>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</td>
<td>E</td>
<td>13 - 14</td>
</tr>
<tr>
<td>NATIONAL PROSECUTING AUTHORITY</td>
<td>F</td>
<td>15 - 25</td>
</tr>
<tr>
<td>NATIONAL TREASURY</td>
<td>G</td>
<td>26</td>
</tr>
<tr>
<td>OFFICE OF THE CHIEF JUSTICE</td>
<td>H</td>
<td>27 - 29</td>
</tr>
<tr>
<td>PLANNING MONITORING AND EVALUATION</td>
<td>I</td>
<td>30 - 31</td>
</tr>
<tr>
<td>PUBLIC WORKS AND INFRASTRUCTURE</td>
<td>J</td>
<td>32 - 39</td>
</tr>
<tr>
<td>TOURISM</td>
<td>K</td>
<td>40</td>
</tr>
<tr>
<td>TRADE AND INDUSTRY</td>
<td>L</td>
<td>41 - 42</td>
</tr>
<tr>
<td>THE PRESIDENCY</td>
<td>M</td>
<td>43 - 44</td>
</tr>
</tbody>
</table>

### PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASTERN CAPE</td>
<td>N</td>
<td>45 - 68</td>
</tr>
<tr>
<td>FREE STATE</td>
<td>O</td>
<td>69 - 92</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>P</td>
<td>93 - 114</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>Q</td>
<td>115 - 135</td>
</tr>
<tr>
<td>LIMPOPO</td>
<td>R</td>
<td>136 - 146</td>
</tr>
<tr>
<td>NORTHERN CAPE</td>
<td>S</td>
<td>147 - 151</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>T</td>
<td>152 - 162</td>
</tr>
</tbody>
</table>
ANNEXURE A

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: 22 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).

MANAGEMENT ECHELON

POST 44/01: CHIEF DIRECTOR: REF NO: DBE/CDEHRM/01
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Management

SALARY: R1 257 183 per annum (all-inclusive salary package)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor degree or equivalent qualification with a minimum of five years’ experience at senior managerial level, focusing on any one of education planning, education human resource or education labour relations, which is supported by extensive knowledge of and experience in the following areas: The education Sector and training system Planning, policy, funding and implementation in education human resource systems, Human resource policy and conditions of service development. Processes regarding human resources in provincial education departments; strategic leadership and capabilities Strong writing and communicating skills as well as computer skills. Managing a team of people. A postgraduate qualification in the fields mentioned above would be an added advantage. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change Management. Short-listed candidates may be asked to make a presentation and/or produce a paper on a relevant topic for further consideration.

DUTIES: As the person in charge of the Chief Directorate, which comprises of the Directorates: Education Human Resource Planning, Provisioning and Monitoring, Educator Performance Management and Development, Whole School Evaluation and Education Labour Relations Management and Conditions of Service. The successful candidate will be responsible for serving the entire education sector. The successful candidate will be expected to lead and manage a team of people, work in close collaboration with other branches in the Department of Education, other State departments and the provincial departments. The Chief Director will report to the Deputy Director-General: Teachers and Professional Development. The successful candidate will be required to ensure effective and efficient labour relations, analyse and report on human resource requirements and capacity, develop a teacher recruitment strategy and system, assess the effective utilisation of teachers at schools, revamp the post allocation system by reducing class sizes at schools, develop and implement the Human Resource Management Information System, as well as improve the effectiveness of the teacher performance system, as part of the integrated quality management performance evaluation and development of
educators and improve the quality of teaching and learning in South Africa. 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

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

**POST 44/02**: DIRECTOR REF NO: DBE/DCR/02

Branch: strategy, Research and Communication
Chief Directorate: Media Liaison and National and Provincial Communication

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

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate Bachelor’s degree in Communication or an equivalent qualification in a related field from an accredited institution. A minimum of five (5) years’ experience at middle or senior management level within the Basic Education Sector. Candidates must have a sound knowledge, understanding and experience of the Basic Education Sector, Government policies, programmes and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus; proven extensive practical and relevant experience in publication conceptualisation, design, layout and production skills, proven practical and relevant experience in photography and videography; excellent writing and editing skills, excellent interpersonal skills, planning organising and project management skills and sound financial management skills including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA. Furthermore candidates must have excellent verbal and written communications skills, excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet Explorer) and the ability to work accurately and independently. Candidates must also have sound interpersonal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver’s licence and be willing to travel and work long hours including weekends. All candidates must be able to work well in a team. Must have strategic capability and leadership knowledge with proven knowledge and experience in managing personnel. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change Management.

**DUTIES**: The successful candidate will provide strategic advice and analysis on matters of media relations and communication. Work in the advancement of the Department of Basic Education’s priorities. Support the Chief Director in
providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies. Lead the development of the Department of Basic Education’s overall intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives. Co-ordinate intergovernmental relations and community liaison for the Department of Basic Education. Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation. Assist the Chief Director with the management of the HEDCOM Sub-Committee on Communications. Assist the Chief Director with the attendance and management of inter-governmental forums. Provide strategic advice and analysis on matters of publication designs and production, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education’s priorities. Lead the development of the Department of Basic Education’s overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry, Co-ordinate the weekly publication of the Departmental Newsletter. Co-ordinate the management of internal communication platforms (e.g. intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.). Co-ordinate themanagement of photojournalism, editing and videography services to all Directorates, the Director-General and the Ministry, Maintain a professional relationship with all internal and external stakeholders, Manage personnel and service providers. Provide general strategic communications support to the Chief Director.

ENQUIRIES: Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294
NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

OTHER POST

POST 44/03: ASSISTANT DIRECTOR REF NO: DBE/66/2019
Chief Directorate: Regularity and Performance Audit
Directorate: Internal Audit

SALARY: R470 040 per annum
CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree or National Diploma or equivalent qualification in Internal Auditing, Auditing, Accounting or related field. A minimum of three (3) years’ experience in Internal Auditing or Auditing Profession of which two (2) years must be a senior internal auditor or auditor level. Professional certificates such as Professional Internal Auditor (PIA), Certified Government Auditing Professional (CGAP) and Certification in Control Self-Assessment (CCSA) will be an added advantage. Knowledge of International Standards for the Professional Practice of Internal Auditing, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Candidates must be in possession of a valid driver’s licence and be willing to travel.

DUTIES: The successful candidate will evaluate the internal control systems, risk management and governance processes of the department, plan allocated audits. Develop audit programme, execute the audits based on audit programme. Gather relevant data. Document all findings raised and provide supporting evidence. Compile audit reports and discuss it with the clients. Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing and the internal audit methodology. Perform follow up audits
to determine whether all agreed action plans have been implemented. Assist with the secretariat duties for the Audit Committee. Conduct ad hoc audits and other activities as required.

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

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

DEPARTMENT OF DEFENCE

APPLICATIONS : Department of Defence, Defence Intelligence Division, Defence Foreign Relations, Private Bag X367, Pretoria, 0001 or hand delivered to: 278 Liberty Building, Madiba/ Vermeulen Street, Pretoria, CBD.

CLOSING DATE : 31 December 2019@16:00 (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 POST

POST 44/04 : SECRETARY REF NO: DFR 44/74/19
Defence Foreign Relations Division
Re-Advert People who previously applied for this post are advised to re-apply.

SALARY : R173 703 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : NQF Level 4/5 Grade 12. Preferable Secretarial experience will be a recommendation. Special requirements (skills needed): Computer literate (MS Word, Excel etc). Good communication skills (verbal and written) and customer orientation. Have excellent personal, analytical and work performance. Good telephone etiquette. Typing skills and ability to act with tact and discretion. Proficient in English (read, write and speak). Must have Security Clearance or obtain it within a year.

DUTIES : Keep and update the Manager’s dairy and arrange appointments for staff members. Render a personal assistant and support service to the manager e.g., taking minutes, confirmatory notes, memorandums and letters. Make travel arrangements. Manage general office duties including accepting of files and documents, removing outgoing letters and files from the Manager’s desk on a daily basis. Provide a reception communication and coordination service. Administer the leave registers, roll call books and telephone accounts. Control access and responsible use of internet/intranet and fax facility. Print daily
clippings/matters of interest. Control the receipt/transmission of documents sent via fax/internet for the manager and register in the register book.

ENQUIRIES

Maj M. Nkosi Tel No: (012) 312 4960/ Lt N.A. Ndlala Tel No: (012) 312 4808
ANNEXURE C

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(INGWE TVET COLLEGE)

APPLICATIONS: INGWE TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibani A/A, Mount Frere 5090

CLOSING DATE: 27 December 2019 at 16:30

NOTE: Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

OTHER POST

POST 44/05: ACCOUNTING CLERKS REF NO: 2019/12/01 (X2 POSTS)
(Six (6) Months fixed term contract)

SALARY: R173 703 per annum (Level 05) plus 37 % in lieu of benefits

CENTRE: Administration Office

REQUIREMENTS: Senior Certificate or equivalent qualification. An appropriate N6 Certificate in Financial Management/ National N Diploma in Financial Management or National Diploma in Accounting. One year relevant working experience in a Finance environment. Computer literate (MS Word, Excel, PowerPoint, Outlook. Numerical skills, team player and strong organizational skills. Good communication and interpersonal skills. Ability to work independently and under pressure. Knowledge of Sage Pastel accounting system, Pastel Payrol system and ITS system will be an added advantage.


ENQUIRIES: Miss NA Damoyi, Tel No: (039) 9402142
DEPARTMENT OF HUMAN SETTLEMENTS

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

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

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

CLOSING DATE: 20 December 2019 @ 16:00

NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of original qualification certificates and your ID/Passport. All copies must be certified within the past 6 months. Please ensure that the Z83 form is signed. It should be noted that certified copies of certified copies will not be accepted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No certified copies of certified copies of (documents) will be accepted. Only original certified copies of documents will be accepted. Failure to submit the required, originally certified documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

POST 44/06: ASSISTANT DIRECTOR: INTEGRATED DATA REF NO: DOHS/55/2019
Branch: Programme and Project Management Unit
Chief Directorate: Programme Implementation Facilitation
Directorate: Data Management, Verification and Analysis
Sub-directorate: Integrated Data

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a relevant Undergraduate qualification (NQF 6/7) as recognized by SAQA in Information Management or a related data/information management qualification. At least 3-5 years’ experience as Officer or Practitioner level. Applicants must be highly computer literate persons (with proficiency in Microsoft Excel, Microsoft Access and PowerPoint presentation). Experience in a data/information management environment will be an added advantage. The preferred candidate must a team-player who has a proven track record in working with data in a relational database as well as information packaging and dissemination. Knowledge of the Human Settlements sector programmes and projects will enhance the applicant’s eligibility. Working experience in a data warehouse environment of significant size, and proven proficiency/skill in MS SQL and MS Reporting Services is highly recommended. Good interpersonal in conjunction with excellent communication skills (verbal and written) are essential. The candidates may be required to perform a practical test of key technical skills required during the interview process.
The successful candidate will be responsible for gathering human settlement data and related information from provincial and municipal offices to monitor programmes and projects; data verification and analysis for completeness and credibility and data maintenance and updating of information.

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

Female candidates and people with disabilities are encouraged to apply.
ANNEXURE E

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.

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

CLOSING DATE: 30 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 44/08: ADMINISTRATION OFFICER: LEGAL PROCESS (X2 POSTS)

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

CENTRE: Office of the Chief Litigation Officer (Pretoria) Ref No: 19/161/CLO (X1 Post) Office of the State Attorney, (East London) Ref No: 19/194/SA (X1 Post)

REQUIREMENTS: Bachelor Degree/National Diploma in Office Administration (NQF 6) or equivalent qualification; Minimum of 2 years administration experience; Knowledge of the Public Finance Management Act, DFI, BAS, Treasury Regulations; Knowledge of Justice Yellow Pages (JYP) will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Interpersonal relations; Communication skills (verbal and written); Organizational skills; Able to work under pressure and independently; Creative and analytical thinking.

DUTIES: Key Performance Areas: Render administrative support pertaining to legal matters; Implement and maintain a filing system; Render acquisition, procurement of stores and equipment function; Ensure the verification of assets and control inventory; Develop, collect and administer data on the databases of the Directorate; Co-ordinate travel and accommodation, arranging meetings and events for the office and taking minutes; Provide effective people management.

ENQUIRIES NOTE: Ms. K. Ngomani Tel No: (012) 357 8661

POST 44/09: VETTING INVESTIGATOR: VETTING FIELD WORK REF NO: 19/170/CFO (X2 POSTS)

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree/or equivalent qualification at NQF level 6 in Social Science or related areas; Vetting field work course from SSA,SAPS or Defence Intelligence will be an added advantage; A valid driver’s license. Skills and
Competencies: Computer literacy; Communication skills (written and verbal); Interpersonal relations skills; Report writing skills; Ability to manage conflict; Analytical skills; Planning and organizational skills.

**DUTIES**
Key Performance Areas: Conduct vetting field-work investigations; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the department and the National Intelligence Agency (NIA) and other related agencies; Administer vetting file and reports; Render administrative support services.

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

**NOTE**
Appointment is subject to completing relevant training courses offered by State Security Agency (SSA)
ANNEXURE F

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:
24 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A valid driver’s license will be a requirement where applicable. NB! Applicants Who Are Successful Must Please Note That the Npa Is Not In A Position To Pay Resettlement Costs.

ERRATUM:
Kindly note that the post of Director: Media Relations (National Spokesperson) with Ref No: Recruit 2019/62 with closing date 4 November 2019 advertised in Public Service Vacancy Circular 37 dated 18 October 2019 has been withdrawn.

MANAGEMENT ECHELON

POST 44/10:
DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/424)
National Prosecutions Service

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

CENTRE:
DDPP: Port Elizabeth

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

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

ENQUIRIES: Anthony Bean Tel No: (046) 602 3041
APPLICATIONS: e-mail: Recruit2019424@npa.gov.za or Fax: 012 843 1904

POST 44/11: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/425
National Prosecutions Service

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: DDPP: Durban
REQUIREMENTS: A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney and/or Advocate will be an added advantage. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Proven ability and experience to interpret forensic audit reports and balance sheets. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver’s licence.

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

ENQUIRIES: Mluleki Chagi Tel No: (031) 334 5001
APPLICATIONS: e-mail Recruit2019425@npa.gov.za or Fax: 012 843 1905

POST 44/12: CHIEF PROSECUTOR
National Prosecutions Service

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: CPP: East London Ref No: Recruit 2019/426
CPP: Port Elizabeth Ref No: Recruit 2019/427
REQUIREMENTS: A four-year legal qualification. At least ten years post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver’s license is a requirement.

DUTIES: Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses
and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES
CPP: East London Talita Raga Tel No: (040) 608 6800
CPP: Port Elizabeth Anthony Bean Tel No: (046) 602 3041

APPLICATIONS
CPP: East London: e-mail: Recruit2019426@npa.gov.za or fax 012 843 1906
CPP: Port Elizabeth: e-mail: Recruit2019427@npa.gov.za or fax 012 843 1907

OTHER POSTS

POST 44/13
ICT ADMINISTRATOR REF NO: RECRUIT 2019/431
National Prosecutions Service

SALARY
R376 596 per annum (Level 9) (Excluding Benefits)

CENTRE
DPP: Mpumalanga (Nelspruit)

REQUIREMENTS
An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Information Technology or similar. Industry related qualification such as MCSE, MS SQL will be an added advantage. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver’s license required.

DUTIES
Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES
Gift Chiloane Tel No: (013) 045 0623

APPLICATIONS
e-mail: Recruit2019431@npa.gov.za or Fax 012 843 1911

POST 44/14
WEB AND GRAPHIC DESIGNER REF NO: RECRUIT 2019/432
Communications

SALARY
R316 791 per annum (Level 8) (Excluding Benefits)

CENTRE
Head Office: Pretoria

REQUIREMENTS
An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Computer Science, in programming or a related field that includes web development and graphic design. At least two years working experience in a graphic and web design environment and Photoshop. Information management and project management skills. Good written and verbal communication skills. Planning and prioritizing skills. Computer skills. Problem solving and decision making skills. Knowledge of legislation and regulations pertaining to public service administration.

DUTIES
Create graphic designs for NPA products and campaigns. Manage the NPA website/intranet in accordance with brand guidelines. Coordinate production activities with printers, service agencies, advertisers and vendors and review quality of final product before release.

ENQUIRIES
Nomilo Mpondo Tel No: (012) 845 6524
APPLICATIONS: e-mail: Recruit2019432@npa.gov.za or Fax 012 843 1912

POST 44/15: DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2019/428
National Prosecutions Service

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

CENTRE: CPP: Queenstown (Adelaide)

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

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

ENQUIRIES: CPP: Queenstown Mzikayise Tel No: (046) 602 3050

APPLICATIONS: CPP: Queenstown (Adelaide) e-mail: Recruit2019428@npa.gov.za or Fax: 012 843 1908

POST 44/16: DISTRICT COURT PROSECUTOR
National Prosecutions Service

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

CENTRE: CPP: Empangeni Vryheid Ref No: Recruit 2019/429
CPP: Mtubatuba Ref No: Recruit 2019/430

REQUIREMENTS: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver’s licence will be a requirement where applicable. N.B: Relevant Service Certificates Must Accompany The Application.

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

ENQUIRIES: CPP: Empangeni Sifiso Ntombela Tel No: (031) 334 5084

APPLICATIONS: CPP: Empangeni (Vryheid) e-mail: Recruit2019429@npa.gov.za or Fax: 012 843 1909;
CPP: Mtubatuba e-mail: Recruit2019430@npa.gov.za or Fax: 012 843 1910

POST 44/17: COURT PREPARATION OFFICER
National Prosecutions Service

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)

CENTRE: CPP: Mmabatho (Molopo) Ref No: Recruit 2019/433
CPP: Vryburg Ref No: Recruit 2019/434
CPP: Klerksdorp Ref No: Recruit 2019/435
CPP: Empangeni (Eshowe) Ref No: Recruit 2019/436
CPP: Welkom (Sasolburg) Ref No: Recruit 2019/437
CPP: Mthatha Ref No: Recruit 2019/438
CPP: Vaal Rand Ref No: Recruit 2019/439 (X2 Posts)
CPP: Bellville Ref No: Recruit 2019/440 (X2 Posts)
Blue Downs Ref No: Recruit 2019/441 (X2 Posts)
CPP: Cape Town (Atlantis) Ref No: Recruit 2019/442
CPP: George Ref No: Recruit 2019/443
Knysna Ref No: Recruit 2019/444
Mossel Bay Ref No: Recruit 2019/445 (X2 Posts)
CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2019/446
CPP: Wynberg Ref No: Recruit 2019/447

REQUIREMENTS: An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioral Studies. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children.
Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.

**DUTIES:**
Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

**ENQUIRIES:**
CPP: Mmabatho & CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9041
CPP: Welkom Lemmer Ludwig Tel No: (051) 410 6001
CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
CPP: Vaal Rand Godfrey Ramakuela Tel No: (012) 351 6808
CPP: Bellville; CPP: Cape Town; CPP: George; CPP: Mitchells Plain & CPP: Wynberg Angelene Jansen Tel No: (021) 487 7123

**APPLICATIONS:**
CPP: Mmabatho (Molopo) e-mail: Recruit2019433@npa.gov.za or Fax 012 843 1913
CPP: Vryburg: e-mail: Recruit2019434@npa.gov.za or Fax 012 843 1914
CPP: Klerksdorp e-mail: Recruit2019435@npa.gov.za or Fax 012 843 1915
CPP: Empangeni (Eshowe) e-mail: Recruit2019436@npa.gov.za or Fax 012 843 1916
CPP: Welkom (Sasolburg) e-mail: Recruit2019437@npa.gov.za or Fax 012 843 1917
CPP: Mthatha e-mail: Recruit2019438@npa.gov.za or Fax 012 843 1918
CPP: Vaal Rand e-mail: Recruit2019439@npa.gov.za or Fax 012 843 1919
CPP: Bellville e-mail: Recruit2019440@npa.gov.za or Fax 012 843 1920
CPP: Cape Town (Atlantic) e-mail: Recruit2019442@npa.gov.za or Fax 012 843 1922
CPP: George e-mail: Recruit2019443@npa.gov.za or Fax 012 843 1923
CPP: Mossel Bay e-mail: Recruit2019445@npa.gov.za or Fax 012 843 1925
CPP: Mitchells Plain (Khayelitsha) e-mail: Recruit2019446@npa.gov.za or Fax 012 843 1926
CPP: Wynberg e-mail: Recruit2019447@npa.gov.za or Fax 012 843 1927

**POST 44/18:**
**VICTIM ASSISTANT OFFICER (THUTHUZELA CARE CENTRES)**
Sexual Offences and Community Affairs

**SALARY:**
R257 508 per annum (Level 7) (Excluding Benefits)

**CENTRE:**
Karl Bremer Hospital Ref No: Recruit 2019/448
Worcester Hospital Ref No: Recruit 2019/449
Khayelitsha Hospital Ref No: Recruit 2019/450
Potchefstroom Hospital Ref No: Recruit 2019/451
Klerksdorp Hospital Ref No: Recruit 2019/452
Butterworth Hospital Ref No: Recruit 2019/453
Libode Hospital Ref No: Recruit 2019/454
Lusikisi Hospital Ref No: Recruit 2019/455
Galeshewe Hospital Ref No: Recruit 2019/456
Springbok Hospital Ref No: Recruit 2019/457
Tshilidzini Hospital Ref No: Recruit 2019/458
Metsimaholo Hospital Ref No: Recruit 2019/459
Edendale Hospital Ref No: Recruit 2019/460
Themba Hospital (Mpmalanga) Ref No: Recruit 2019/461
Evander Hospital Ref No: Recruit 2019/462
Emelo Hospital Ref No: Recruit 2019/463

**REQUIREMENTS:**
An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioral Studies. At least one year working experience in a gender based violence environment. Knowledge of rape care management. Good verbal and written communication skills. Working knowledge of court and police processes. General computer literacy skills and knowledge in programs such as MS Word, excel, MS Outlook and PowerPoint.

**DUTIES:**
Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Assess and respond to the need of the victim and identify the victim’s needs for counselling and specific services.
Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the Site Coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress on the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.

ENQUIRIES: Sonnyboy Manzini Tel No: (012) 845 1478
APPLICATIONS: Karl Bremmer Hospital e-mail: Recruit2019448@npa.gov.za or Fax 012 843 1928
Worcester Hospital e-mail: Recruit2019449@npa.gov.za or Fax 012 843 1929
Khayelitsha Hospital e-mail: Recruit2019450@npa.gov.za or Fax 012 843 1930
Potchefstroom Hospital e-mail: Recruit2019451@npa.gov.za or Fax 012 843 1998
Klerksdorp Hospital e-mail: Recruit2019452@npa.gov.za or Fax 012 843 1932
Libode Hospital e-mail: Recruit2019454@npa.gov.za or Fax 012 843 1933
Lusikisiki Hospital e-mail: Recruit2019455@npa.gov.za or Fax 012 843 1931
Galeshewe Hospital e-mail: Recruit2019456@npa.gov.za or Fax 012 843 1935
Springbok Hospital e-mail: Recruit2019457@npa.gov.za or Fax 012 843 1936
Tshilidzini Hospital e-mail: Recruit2019458@npa.gov.za or Fax 012 843 1937
Metsimaholo Hospital e-mail: Recruit2019459@npa.gov.za or Fax 012 843 1938
Edendale Hospital e-mail: Recruit2019460@npa.gov.za or Fax 012 843 1939
Thembela Hospital (Mpumalanga) e-mail: Recruit2019461@npa.gov.za or Fax 012 843 1940
Evander Hospital e-mail: Recruit2019462@npa.gov.za or Fax 012 843 1941
Ermelo Hospital e-mail: Recruit2019463@npa.gov.za or Fax 012 843 1942

ENQUIRIES: Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS: DPP: Cape Town Ref No: Recruit 2019/464
DPP: Cape Town (STU) Ref No: Recruit 2019/465

ENQUIRIES: Karl Bremmer Hospital Tel No: (012) 845 1478
APPLICATIONS: Karl Bremmer Hospital e-mail: Recruit2019448@npa.gov.za or Fax 012 843 1928
Worcester Hospital e-mail: Recruit2019449@npa.gov.za or Fax 012 843 1929
Khayelitsha Hospital e-mail: Recruit2019450@npa.gov.za or Fax 012 843 1930
Potchefstroom Hospital e-mail: Recruit2019451@npa.gov.za or Fax 012 843 1998
Klerksdorp Hospital e-mail: Recruit2019452@npa.gov.za or Fax 012 843 1932
Libode Hospital e-mail: Recruit2019454@npa.gov.za or Fax 012 843 1933
Lusikisiki Hospital e-mail: Recruit2019455@npa.gov.za or Fax 012 843 1931
Galeshewe Hospital e-mail: Recruit2019456@npa.gov.za or Fax 012 843 1935
Springbok Hospital e-mail: Recruit2019457@npa.gov.za or Fax 012 843 1936
Tshilidzini Hospital e-mail: Recruit2019458@npa.gov.za or Fax 012 843 1937
Metsimaholo Hospital e-mail: Recruit2019459@npa.gov.za or Fax 012 843 1938
Edendale Hospital e-mail: Recruit2019460@npa.gov.za or Fax 012 843 1939
Thembela Hospital (Mpumalanga) e-mail: Recruit2019461@npa.gov.za or Fax 012 843 1940
Evander Hospital e-mail: Recruit2019462@npa.gov.za or Fax 012 843 1941
Ermelo Hospital e-mail: Recruit2019463@npa.gov.za or Fax 012 843 1942

ENQUIRIES: Karl Bremmer Hospital Tel No: (012) 845 1478
APPLICATIONS: Karl Bremmer Hospital e-mail: Recruit2019448@npa.gov.za or Fax 012 843 1928
Worcester Hospital e-mail: Recruit2019449@npa.gov.za or Fax 012 843 1929
Khayelitsha Hospital e-mail: Recruit2019450@npa.gov.za or Fax 012 843 1930
Potchefstroom Hospital e-mail: Recruit2019451@npa.gov.za or Fax 012 843 1998
Klerksdorp Hospital e-mail: Recruit2019452@npa.gov.za or Fax 012 843 1932
Libode Hospital e-mail: Recruit2019454@npa.gov.za or Fax 012 843 1933
Lusikisiki Hospital e-mail: Recruit2019455@npa.gov.za or Fax 012 843 1931
Galeshewe Hospital e-mail: Recruit2019456@npa.gov.za or Fax 012 843 1935
Springbok Hospital e-mail: Recruit2019457@npa.gov.za or Fax 012 843 1936
Tshilidzini Hospital e-mail: Recruit2019458@npa.gov.za or Fax 012 843 1937
Metsimaholo Hospital e-mail: Recruit2019459@npa.gov.za or Fax 012 843 1938
Edendale Hospital e-mail: Recruit2019460@npa.gov.za or Fax 012 843 1939
Thembela Hospital (Mpumalanga) e-mail: Recruit2019461@npa.gov.za or Fax 012 843 1940
Evander Hospital e-mail: Recruit2019462@npa.gov.za or Fax 012 843 1941
Ermelo Hospital e-mail: Recruit2019463@npa.gov.za or Fax 012 843 1942

POST 44/19: PERSONAL ASSISTANT
National Prosecutions Service

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE: DPP: Cape Town Ref No: Recruit 2019/464
DPP: Cape Town (STU) Ref No: Recruit 2019/465

REQUIREMENTS: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver’s license will be an added advantage.

DUTIES: Provide secretarial, administration support and personal assistant service to the senior managers. General administrative functions including filing, photocopying and faxing documents. Making travel arrangements, arranging meetings and booking accommodation. Typing letters, memoranda and presentations. Receiving and transmitting messages. Taking minutes during meetings. Performing secretarial and other related tasks. Case administration.

ENQUIRIES: Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS: DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1943
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/20: ADMINISTRATIVE CLERK
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DDPP: Middelburg Ref No: Recruit 2019/466 (X4 Posts)
**REQUIREMENTS**

Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

**DUTIES**

Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

**ENQUIRIES**

DDPP: Middelburg; DPP: Mpumalanga; CPP: Witbank; CPP: Middelburg, Gift Chiloane Tel No: (013) 045 0623
DDPP: Bhisho: Talita Raga Tel No: (040) 608 6800
DPP & CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
Head Office Phuti Mahanye Tel No: (012) 845 6945
CPP: Port Shepstone & CPP: Ntuzuma Sifiso NtombelaTel No: (031) 334 5084
CPP: Mthatha & DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
DPP North Gauteng & CPP: Vaal Rand Godfrey Ramakuela Tel No: (012) 351 6808
DPP: Cape Town; CPP: Bellville & CPP: George Angelene Jansen Tel No: (021) 487 7123
DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 622 3046
DDPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450

**APPLICATIONS**

DDPP: Middelburg e-mail: Recruit2019466@npa.gov.za or Fax 012 843 1945
DPP: Mpumalanga (Nelspruit) e-mail: Recruit2019467@npa.gov.za or Fax 012 843 1947
CPP: Witbank (Evander) e-mail: Recruit2019468@npa.gov.za or Fax 012 843 1948
CPP: Middelburg e-mail: Recruit2019469@npa.gov.za or Fax 012 843 1949
DDPP: Bhisho e-mail: Recruit2019470@npa.gov.za or Fax 012 843 1950
CPP: Mmabatho (Taung) e-mail: Recruit2019471@npa.gov.za or Fax 012 843 1951
DPP: Mmabatho e-mail: Recruit2019472@npa.gov.za or Fax 012 843 1952
DPP: Grahamstown e-mail: Recruit2019474@npa.gov.za or Fax 012 843 1954
DDPP: Port Elizabeth e-mail: Recruit2019475@npa.gov.za or Fax 012 843 1955
DPP: North Gauteng (Pretoria) e-mail: Recruit2019476@npa.gov.za or Fax 012 843 1956
CPP: Vaal Rand (Nigel) e-mail: Recruit2019477@npa.gov.za or Fax 012 843 1957
DPP: Mthatha e-mail: Recruit2019478@npa.gov.za or Fax 012 843 1958;
CPP: Mthatha (Mt Frere) e-mail: Recruit2019479@npa.gov.za or Fax 012 843 1959
CPP: Port Shepstone (Ixopo) e-mail: Recruit2019480@npa.gov.za or Fax 012 843 1960
POST 44/21 : FINANCE CLERK
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Mpumalanga (Nelspruit) Ref No: Recruit 2019/486 (X2 Posts)
          DPP: Grahamstown Ref No: Recruit 2019/487
          DPP: Cape Town Ref No: Recruit 2019/488 (X2 Posts)

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Knowledge of finance and procurement management systems. Basic knowledge of PFMA and Treasury regulations. Good communication skills. Good interpersonal skills. Strong organizational ability. Good office administration skills and good administration practices skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Record all incoming and outgoing mail in the finance operations unit. Assist with the capturing of subsistence and travel claims on PERSAL and on BAS when required. Internal and external delivery of documents for the Financial Operations Unit. Sort and distribute pay slips.

ENQUIRIES : DPP: Mpumalanga (Nelspruit) Gift Chiloane Tel No: (013) 045 0623
          DPP: Grahamstown Nomfuneko Ntaphane Tel No: 046 622 3046
          DPP: Cape Town Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS : DPP: Mpumalanga e-mail: Recruit2019486@npa.gov.za or Fax 012 843 1966;
                DPP: Grahamstown e-mail: Recruit2019487@npa.gov.za or Fax 012 843 1967;
                DPP: Cape Town e-mail: Recruit2019488@npa.gov.za or Fax 012 843 1968

POST 44/22 : FINANCE CLERK REF NO: RECRUIT 2019/489
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Mthatha

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Knowledge of government procurement procedure systems. Basic knowledge of PFMA and Treasury regulations. Knowledge of government financial systems (BAS; LOGIS and PERSAL) Good communication skills. Good interpersonal skills. Strong organizational ability. Good office administration skills and good administration practices skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Process payment of service providers for the unit. The appointee will process subsistence and travelling claims for the unit in line with the available budget and maintain asset register. Render support in the compilation and control of budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any discrepancies. Distribute payslips and IRP5’s. Procure and distribute stationery for the unit. Manage petty cash. Liaise with Administration regarding all matters pertaining to Finance.

ENQUIRIES : Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS : e-mail: Recruit2019489@npa.gov.za or Fax 012 843 1969

POST 44/23 : SUPPLY CHAIN CLERK
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Mpumalanga (Nelspruit) Ref No: Recruit 2019/490
          DPP: Mmabatho Ref No: Recruit 2019/491

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Good written and verbal communication skills. Good interpersonal skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Good interpersonal skills.
DUTIES : Monitor and control the usage of contract/government vehicles. Record all trips in accordance with the guidelines. Ensure accidents are fully reported and all claims in regards thereto are appropriately administered, investigated and processed with relevant authorities. Ensure that all invoices for flights, accommodation and rental vehicles are certified and sent to head office for timeous payment. Render demand and acquisition clerical support. Liaise with customers and stakeholders. Conduct asset verification.

ENQUIRIES : DPP: Mpumalanga: Gift Chiloane Tel No: (013) 045 0623
DPP: Mmabatho: Flora Kalakgosi Tel No: (018) 381 9041

APPLICATIONS : DPP: Mpumalanga: e-mail: Recruit2019490@npa.gov.za or Fax 012 843 1970;
DPP: Mmabatho: e-mail: Recruit2019491@npa.gov.za or Fax 012 843 1971

POST 44/24 : SUPPLY CHAIN CLERK RECRUIT 2019/492 (X3 POSTS)
National Prosecutions Service

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

CENTRE : DPP: Cape Town

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Good interpersonal skills.

DUTIES : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Compile and maintain records (asset records/databases) check and issue furniture, equipment and accessories to components and individuals. Update and maintain a supplier database.

ENQUIRIES : Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS : e-mail: Recruit2019492@npa.gov.za or Fax 012 843 7972

POST 44/25 : REGISTRY CLERK
National Prosecutions Service

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

CENTRE : DPP: Mmabatho (Nelspruit) Ref No: Recruit 2019/493 (X2 Posts)
DDPP: Middelburg Ref No: Recruit 2019/494
CPP: East London Ref No: Recruit 2019/495
DPP: Mthatha Ref No: Recruit 2019/497

REQUIREMENTS : Grade twelve (12) or equivalent qualification. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.


ENQUIRIES : DPP: Mmabatho & DDPP: Middelburg Gift Chiloane Tel No: (013) 045 0623
CPP: East London Talita Raga Tel No: (040) 680 6800
DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607

APPLICATIONS : DPP: Mmabatho (Nelspruit) Recruit2019493@npa.gov.za or Fax 012 843 1973
DDPP: Middelburg Recruit2019494@npa.gov.za or Fax 012 843 1974
CPP: East London Recruit2019495@npa.gov.za or Fax 012 843 1975
DPP: Mthatha Recruit2019497@npa.gov.za or Fax 012 843 1977

POST 44/26 : ADMINISTRATIVE CLERK; LIBRARY
National Prosecutions Service

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

CENTRE : DPP: Mmabatho Ref No: Recruit 2019/498
DPP: Mpumalanga (Nelspruit) Ref No: Recruit 2019/499

REQUIREMENTS : Grade 12 or equivalent qualification. Must be able to type. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.
DUTIES:

ENQUIRIES:
DPP: Mpumalanga Gift Chiloane Tel No: (013) 045 0623
DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041

APPLICATIONS:
DPP: Mmabatho: e-mail: Recruit2019498@npa.gov.za or Fax 012 843 1978
DPP: Mpumalanga: e-mail: Recruit2019499@npa.gov.za or Fax 012 843 1979

POST 44/27:
DATA CAPTURER REF NO: RECRUIT 2019/500
National Prosecutions Service

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

CENTRE:
DPP: Mpumalanga (Nelspruit)

REQUIREMENTS:

DUTIES:
Provide efficient data capturing and data administration services in the DPP Mpumalanga. Perform general administrative tasks in the Information Management Section. Provide data reports. Liaise with customers and stakeholders.

ENQUIRIES:
Gift Chiloane Tel No: (013) 045 0623

APPLICATIONS:
e-mail: Recruit2019500@npa.gov.za or Fax 012 843 1980

POST 44/28:
HUMAN RESOURCES CLERK
National Prosecutions Service

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

CENTRE:
DPP: North Gauteng (Pretoria) Ref No: Recruit 2019/501
DPP: Mthatha Ref No: Recruit 2019/502
DDPP: Bhisho Ref No: Recruit 2019/503
DPP: Cape Town Ref No: Recruit 2019/504 (X3 Posts)

REQUIREMENTS:
Grade twelve (12) or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES:
Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES:
DPP: North Gauteng (Pretoria) Godfrey Ramakuela Tel No: (012) 351 6808
DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
DDPP: Bhisho Talita Tel No: (040) 680 6800
DPP: Cape Town Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS:
e-mail: Recruit2019501@npa.gov.za or Fax 012 843 1981
DPP: Mthatha Recruit2019502@npa.gov.za or Fax 012 843 1982
DDPP: Bhisho Recruit2019503@npa.gov.za or Fax 012 843 1983
DPP: Cape Town Recruit2019504@npa.gov.za or Fax 012 843 1984

POST 44/29:
MESSENGER DRIVER
National Prosecutions Service

SALARY:
R145 281 per annum (Level 4) (Excluding Benefits)

CENTRE:
DDPP: Middelburg Ref No: Recruit 2019/505
DDPP: Durban Ref No: Recruit 2019/506
DPP: Grahamstown Ref No: Recruit 2019/507

REQUIREMENTS:
Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver’s license.

DUTIES:
Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at...
the post office. Open and register parcels and mail. Collect, record and
distribute correspondence using the approved file plan for the office.

ENQUIRIES:
- DDPP: Middelburg Gift Chiloane Tel No: (013) 045 0623
- DDPP: Durban Sifiso Ntombe Tel No: (031) 334 5084
- DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 622 3046

APPLICATIONS:
- DDPP: Middelburg e-mail: Recruit2019505@npa.gov.za or Fax 012 843 1985
- DDPP: Durban e-mail: Recruit2019506@npa.gov.za or Fax 012 843 1986
- DPP: Grahamstown e-mail: Recruit2019507@npa.gov.za or Fax 012 843 1987

POST 44/30: SENIOR MESSENGER REF NO: RECRUIT 2019/508
National Prosecutions Service

SALARY: R145 281 per annum (Level 04) (Excluding Benefits)
CENTRE: DPP: Mthatha
REQUIREMENTS:
- Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

DUTIES:

ENQUIRIES: Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS: e-mail: Recruit2019508@npa.gov.za or Fax 012 843 1988

POST 44/31: SWITCHBOARD OPERATOR
National Prosecutions Service
Communications

SALARY: R145 281 per annum (Level 04) (Excluding Benefits)
CENTRE: DPP: Bloemfontein Ref No: Recruit 2019/509
Pretoria Head Office Ref No: Recruit 2019/510

REQUIREMENTS:
- Grade twelve (12) or equivalent qualification. Knowledge of public service legislation. Good written and verbal communication skills. Knowledge in programs MS Word, Excel, PowerPoint and Outlook. Planning and organizing skills. Client orientation and customer focus.

DUTIES:
- Answer incoming calls. Keep staff extension number register up-to-date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.

ENQUIRIES: DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001; Pretoria Head Office Nomilo Mpondo Tel No: (012) 845 6524
APPLICATIONS: DPP: Bloemfontein e-mail: Recruit2019509@npa.gov.za or Fax 012 843 1989
Pretoria Head Office: e-mail: Recruit2019510@npa.gov.za or Fax 012 843 1990
ANNEXURE G

NATIONAL TREASURY

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

CLOSING DATE: 23 December 2019 at 12:00 pm
NOTE: Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line to the e-mail address mentioned below. No late applications will be accepted. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

OTHER POST

POST 44/32: SENIOR POLICY ANALYST: FISCAL POLICY REF NO: S095/2019
Division: Budget Office (BO)
Purpose: To provide analysis and research on the interaction between fiscal policy and the economy as well as supporting the development of the budget framework used by government in achieving social and economic development.

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An honours Degree in Economics/Finance/Mathematics and applied mathematics as a minimum, A minimum 4 years’ experience obtained in economics analysis and research or financial research, Experience in policy development and communication is also valued, Knowledge of mathematics and statistics will be an advantage.

DUTIES: Some key outputs include: Fiscal framework: Provide analysis of key fiscal variables including revenue, expenditure and debt, Assist in developing and maintaining the fiscal framework including scenarios, Analyse key fiscal balances to enhance understanding of sustainability, savings and investment. Medium Term Budget Policy Statement and Budget Review: Provide and ensure an appropriate and consistent presentation of fiscal policy content and numbers across chapters and annexures, Support the production of the fiscal chapter, including associated tables and data development, for credibility, Support the production of the Question and Answer document, people’s guide to the budget and budget highlights. Economic forecasting: Liaise with internal and external stakeholders over the trajectory of elements related to fiscal sustainability, Provide forecast on the modelling and variables related to the long-term sustainability of the fiscus, Fiscal policy implications and responses to quarterly macroeconomic forecasts, Participate in the quarterly macroeconomic forecasting process. Research and development: Initiate economic research, analysis and the relation to fiscal policy, Provide research into the levels of the various fiscal indicators and their implications for sustainability, growth, and development, Engage stakeholders on broader economic issues, drawing particular attention to the role and impact of government.

ENQUIRIES: Ms Lorraine Pale Tel No: (012) 406 9087
APPLICATIONS: e-mail to recruit.bo@treasury.gov.za
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS:
Free State: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.
Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town.

CLOSING DATE:
20 December 2019

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

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

OTHER POSTS

POST 44/33:
DEPUTY DIRECTOR: FINANCE REF NO: 2019/657/OCJ
Re-advertisement, candidates who previously applied are encouraged to re-apply

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

CENTRE:
Provincial Service Centre: Free State

REQUIREMENTS:
Grade 12 and a three -year National Diploma/ B Degree in Public Finance and/ Auditing; Five (5) years’ experience of which three (3) years should be at supervisory level and a valid Driver’s licence. Knowledge of GRAP/GAAP; Financial Management and Accounting; Sound track record in Financial Accounting in the Public Service or entities; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the Department and Public Sector; Knowledge of transversal systems used in the Department e.g BAS, PERSAL, and JYP; Knowledge of budgeting of Vote Account; Must have budgeting knowledge and skills; Must have payroll and basic conditions of service knowledge; Skills and Competencies: Communications skills (written
and verbal); Problem solving and decision making skills; ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, Power Point and Outlook); Numerical, Analytical, Reporting, Financial Skills; Assertiveness, Accuracy and attention to detail.

**DUTIES**
Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations; Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations; Ensure compliance with the best practice accounting norms and standards; Manage, monitor and implement financial systems and accounts control; Prepare financial statements; Facilitate internal and external audits; Manage bookkeeping and financial quality control services; Establish and maintain effective, efficient and transparent system and internal control; Determine the long term direction of court finance services and relate these to present and future strategic goals; Manage and direct the Finance Directorates staff and budgets.

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

**POST 44/34**
CHIEF REGISTRAR REF NO: 2019/658/OCJ
Re-advertisement, candidates who previously applied are encouraged to re-apply

**SALARY**
R473 820 per annum. (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Grahamstown High Court and Port Elizabeth High court

**REQUIREMENTS**

**DUTIES**
Mentor and advise on the tracking and management of the progression of all cases filed in Court, management of time and events necessary to move cases from initiation through to disposition, reporting to the Judge President, make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court, implement directives issued by the Judge President, manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court, reporting, compile training manuals and provide training to Registrars, support staff, Stakeholder Management, Human Resources Management, Court and Case-flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit’s Service Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer Care and Customer satisfaction and Manage PMDS of staff.

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

**POST 44/35**
REGISTRAR'S CLERK REF NO: 2019/659/OCJ

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

**CENTRE**
Western Cape High Court

**REQUIREMENTS**
Grade 12 or equivalent qualification. Skills and Competencies: Computer skills, good communication skills (written and verbal). Good interpersonal and Public Relation skills, Good Administration and Organisational skills, Customer Service skills, Ability to work under pressure. Additional Competencies which may be of advantage: paralegal qualification, knowledge of court process and procedure

**DUTIES**
Render efficient and effective support services to the Court, issuing of court process at General Office, case management duties; render counter service duties /functions; prepare, analyse and submit Court statistics, maintain and
keep all registers for Civil and Criminal matters, filing and archiving of both Civil and Criminal process, attending to case management and set down notices; act as a liaison between Judges and Legal Practitioners, requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders; prepare and send cases to transcribers for appeal and review purposes; attend to complaints from prisoners and members of the public; administrative duties in respect of mental health, petition, review and appeal matters; act as a liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

ENQUIRIES : Ms M Baker/ Ms L Adams Tel No: (021) 469 4000

POST 44/36 : ADMINISTRATION CLERK (ASSETS) REF NO: 2019/660/OCJ

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

CENTRE : Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS : Grade 12 or NQF Level 4 equivalent qualification. Skills and Competencies: knowledge of relevant legislation, financial management, excellent communication skills, Computer literacy, Analytical skills. Behavioural Competencies: Ability to work under pressure and meet deadlines, Solution Oriented, Service Delivery Innovation (SDI), Client Orientation and Customer Focus.

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

ENQUIRIES : Ms M Luthuli Tel No: (051) 406 8191
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

Closing Date: 23 December 2019 @ 16:30 pm

NOTE: The relevant reference number must be quoted on all applications. 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 originally signed Z.83 accompanied by original certified copies of all qualifications, Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 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 DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the selection process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 44/37: SENIOR SPECIALIST: BUDGETPRIORITIES REF NO: 039/2019
Chief Directorate: Resource Planning

SALARY: R1 057 326 per annum (Level 13) (all-inclusive salary package). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework. Annual progression up to a maximum salary package of R1 245 495 is possible, subject to satisfactory performance.

CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year tertiary qualification (NQF 7) in Financial Management, Statistics, and/or Economics or equivalent. Minimum of 8 years’ experience in the field of Financial Management and/or Economics and/or Public Finance of which 5 years’ at MMS level (Deputy-Director). A post graduate qualification (NQF 8) will be an added advantage. A valid driver’s licence is required. Competencies/Skills: Strong Financial Management skills, Strategic Capability and Leadership skills, Programme Management skills and Analytical and Problem Solving skills. A good knowledge and understanding of resource planning, financial modelling and forecasting, budget assessment and
performance monitoring, budgeting and planning frameworks. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of policies and procedures; human resource and strategic management skills; good interpersonal relations, communication skills and research skills. A sound knowledge of Microsoft Office applications is essential. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality

**DUTIES**

The incumbent of the post will be responsible for providing technical and specialised advice with regard to resource planning and implementation in the development of the Budget Prioritisation Framework (BPF). This entails: Managing and implementing the annual (BPF) process, outcomes and its revision accordingly. Developing and managing the BPF process, its document flow and consultation process. Conducting research and/or modelling on key government policies, plans and related reports to inform the BPF. Providing technical and administrative support to key events and participation in the Cluster Meetings, the Medium Term Expenditure Committee and function group meetings. Monitoring and assessing the implementation processing and developing adherence reports.

**ENQUIRIES**

Mr N Nomlala Tel No: (012) 312 0452.

**OTHER POST**

**POST 44/38**

MESSENGER/DRIVER REF NO 040/2019

Unit: Registry Services

**SALARY**

R145 281 per annum (Level 04) plus benefits

**CENTRE**

Cape Town

**REQUIREMENTS**

Grade 10 or equivalent qualification and a minimum of 7 -12 months experience working as a Messenger/Driver. Must have valid code driver's licence and must have PDP. Must have the following knowledge and skills: Computer Literacy Skills, Good Verbal and Written Communication, Interpersonal Relations, Knowledge of the procedures to operate the motor vehicle, Knowledge of the prescripts for the correct utilisation of the motor vehicle and Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

**DUTIES**

The successful candidate will be responsible for driving of light and medium motor vehicles to transport passengers and other items (e.g. correspondence and equipment); provide a chauffeur and messenger service to the Ministry and Office of the Director-General when required. Do routine maintenance on the allocated vehicle and report defects timeously and complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office; Collect and deliver documentation and related items for the Department; Copy and fax documents and assist with registry functions.

**ENQUIRIES**

Ms J Mchunu, Tel No (012) 312-0462
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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.

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

FOR ATTENTION: Ms NP Mudau

CLOSING DATE: 20 December 2019 at 16h00

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 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. Should you not have 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. Faxed, e-mailed or late applications will not be accepted. People with disabilities are encouraged to apply. All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

OTHER POSTS

POSTS 44/39: DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: SAPS, CSP & IPID

REF NO: 2019/313

SALARY: R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: Head Office

REQUIREMENTS: A three year tertiary qualification in Marketing & Communication, Public Administration, Client Relationship Management, Project Management, Built and/or Construction Sciences. Extensive middle management experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES: To manage the accommodation requirements of the South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements;
issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Mr K Mogoba Tel Nos: Tel No: (012) 406 1072
POST 44/40 : DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: LAND PORTS OF ENTRY (LPOE)/BORDER CONTROL OPERATING CO-ORDINATING COMMITTEE (BCOCC) AND OTHERS REF NO: 2019/314
SALARY : R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in the Built Environment field. Extensive middle management experience in the field of key account management. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS).Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.
DUTIES : To manage the accommodation requirements of the LPOE/BCOCC & Others portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with LPOE/BCOCC and other clients regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management.
Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of LPOE/BCOCC and other clients - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of LPOE/BCOCC and other clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Mr S Ngcobo Tel No: (012) 406 1935

POST 44/41 : DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2019/315

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

REQUIREMENTS : A three year tertiary qualification in Social Sciences or equivalent qualification , registration with Social Workers Council or SAMCD; Registration with South African Council for Social Professional (SACSSP) as Social Worker. Sound knowledge of Mental Health Care Act and other Social work-related legislation. Membership with EAPA will be an added advantage; Management experience and at least 3 years in social programs such as drug and alcohol counselling, basic financial management, retirement counselling, and general counselling for social problems; Skills Interpersonal skills; Report writing; problem solving skills; Good networking skills; Excellent planning, organizing and coordinating skills; Good writing skills; Project Management and basic financial skills; Computer literacy.

DUTIES : Review, implement and maintain the department’s Employee Health and Wellness policy and strategy. Develop operational plan; Provide professional pre-and post-test counselling, therapy and referrals; Ensure referral to other professionals, health institutions and make follow-ups thereof; Health and productivity management; Observance of health awareness calendar e.g. World cancer day, WAD, World blood donor day etc; Manage sports and recreation entities within the department; Maintain functional Wellness Committee; Attend and participate in IDC, EAPA and HPCSA fora; Feedback to managers on progress of referrals; Monitoring and evaluation of implementation EHWP Ensure intervention on crisis debriefing sessions. Provide preventatives services e.g alcohol & substance abuse, preparation for retirement sessions etc; Develop partnerships and networking with health and social services stakeholders; Liaise with government sector, internal stakeholders and NGO’s; Manage service providers.

ENQUIRIES : Mr R Mahlatjie Tel No: (012) 406-1289

POST 44/42 : DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 2019/316

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 Finance or Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit. Extensive working experience at a
managerial level and in the environment of Internal Control or Auditing.

Knowledge: Financial prescripts (GAAP and GRAP), International standards and property industry, Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement.

Skills: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook).

Personal Attributes: Ability to communicate at all levels, Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, Valid driver’s license, Willingness to travel and work irregular hours.

DUTIES:
- Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment, Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress of compliance efforts, Follow up on all reported cases of financial misconduct, Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness, Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects, Coordinate internal compliance review and monitoring activities, Review and update SCM Standard Operating Procedure manual, Delegations document and Policy for the Department, Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities, Coordinate the audit between the Department and the AGSA, Represent the directorate in Audit steering committee meeting, Serve as a member of the National Condonation Committee, Provide support to Regional Offices in implementing and monitoring compliance with Finance and Supply Chain Management prescripts, Support the Department and Regional Offices with the implementation of National Treasury prescripts, Manage financial and procurement processes of the section. Compile budget inputs of the component, Manage and develop staff.

ENQUIRIES:
Mr Lesetja Toona, Tel No: (012) 406 2123

POST 44/43:
ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: CORRECTIONAL SERVICES, FINANCE & ADMINISTRATION CLUSTER
REF NO: 2019/317 (X2 POSTS)

SALARY:
R470 040 per annum

CENTRE:
Head Office

REQUIREMENTS:
A three year tertiary qualification in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the Correctional Services Portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver’s licence and be prepared to travel whenever there’s a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.
DUTIES: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: Correctional Services, Finance and Administration Cluster. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the Correctional Services and other client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of Correctional Services, Finance and Administration Cluster. Liaise with Project Managers and Property Managers on Correctional Services, Finance & Administration Cluster Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees. 

ENQUIRIES: Mr M Time Tel No: (012) 406 1152

POST 44/44: ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: FINANCE AND ADMINISTRATION CLUSTER (DPWI PORTFOLIO) REF NO: 2019/318 (X2 POSTS)

SALARY: R470 040 per annum

CENTRE: Head Office

REQUIREMENTS: A three year tertiary qualification in Financial and/or Public Administration, Marketing, Real Estate Management or Built environment. Extensive relevant working experience. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Specific knowledge of the DPWI portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, ability to work under pressure; provide training to clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: DPWI Portfolio and Others. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the sign off of the Capital Works Implementation Programme for the DPWI and others client department. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and regional
level. Register and ensure programming of projects on the WCS system. Obtain project cash flows and execution plans and monitor expenditure against allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile quality monthly client specific reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate client liaison forums meetings. Assist clients in the compilation of User Asset Managements. Provide management support with general office functions related to the accommodation portfolio of Public Works and others clients. Liaise with project managers and property managers on DPWI’s portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES: Ms Manini Dumane Tel No: (012) 406 1010

POST 44/45: SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT:
DPWI PORTFOLIO REF NO: 2019/319

SALARY: R316 791 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary qualification in Financial, or Public Administration, Marketing, Real Estate Management or Built Environment. Appropriate relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver’s licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES: You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: Justice and Commissions. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES: Ms M Dumane Tel No: (012) 406 1010
POST 44/46: SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: JUSTICE AND COMMISSIONS REF NO: 2019/320

SALARY: R316 791 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary qualification in Financial, Public Administration, Marketing, Real Estate Management or Built environment. Appropriate relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. Logis. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver’s licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES: You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: Justice and Commissions. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES: Ms J Pardesi Tel No: (012) 406 2091

POST 44/47: SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: DEFENCE AND OTHERS REF NO: 2019/321

SALARY: R316 791 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary qualification in Financial, Public Administration, Marketing, Real Estate Management or Built Environment. Appropriate relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver’s licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES: You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: Defence and Others. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality
ENQUIRIES 
: Ms K Nadasen Tel No: (012) 406 1261

POST 44/48 

SALARY 
: R173 703 per annum

CENTRE 
: Head Office

REQUIREMENTS 
: A Senior Certificate/Grade 12 Certificate and appropriate relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems. LOGIS will be an added advantage. Must be committed to provide effective and efficient administrative support services within the Directorate. Skills: Planning, resourceful, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Professional office administration, Client relations, and ability to work under pressure.

DUTIES 
: You will be required to provide effective and efficient administrative support in the application of space and cost norms for client accommodation requests for the DPWI Portfolio. Register and ensure programming of projects on the WCS system. Assist the Senior Administration Officer in compiling Preliminary Cost Analysis and Procurement Instructions for leased accommodation. Compile client monthly reports on Leased accommodation; Capital and Planned Maintenance Projects and circulate to Senior Administration Officer. Interfacing with internal and external stakeholders ensuring the effective flow of information and documentation to and from the office of the Senior Administration officer is achieved. Organise client liaison forums meetings. Compile Agendas; Minutes and assist the Directorate DPWI in organising logistical matters with regards to meeting requirements. Provide management support of general office functions like ordering of office equipment; travel arrangements; S & T invoice claims and payments. Undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES 
: Ms Veronica Netshifhefhe Tel No: (012) 406 1012
DEPARTMENT OF TOURISM

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

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

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

NOTE:
In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies (Certified copies must not be older than 6 months) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

OTHER POST

POST 44/49:
RECEPTIONIST REF NO: DT 10/2019
Re- advert applicants who previously applied for the post are requested to re-apply

SALARY:
R173 703 per annum (Level 05) excluding service benefits

CENTRE:
Pretoria

REQUIREMENTS:
A Grade 12 certificate or an equivalent qualification. Computer literacy. Be able to work under pressure within the environment of the reception. Sound organising and planning skills. Good communication skills. Ability to operate a computer. Ability to promote Batho Pele principles. Ability to work individually and in a team. Good interpersonal relations.

DUTIES:
The successful candidate will be responsible for greeting, identifying and directing visitors and arranging for escort; Verifying identification of incoming visitors; Issuing visitor cards; Maintaining visitor logs and related documents; Recording incoming and outgoing mail; Compiling visitor statistics; Ensuring that all security equipment at the reception is operational and reporting defects to the maintenance unit/ Security Officer; Directing visitors to relevant information desk; Referring visitors to relevant officials for assistance; Screening visitors prior to referral.

ENQUIRIES:
Mr R Benadie Tel No: (012) 444-6144

40
DEPARTMENT OF TRADE AND INDUSTRY

Through the Internship Programme, the Department of Trade and Industry (the dti) is committed to providing opportunities for qualifying candidates to gain skills, knowledge and experience whilst at the same time, positioning themselves for active and meaningful participation in the labour market. Aspiring Public Servants, who share the vision of the dti of a dynamic industrial, globally competitive South African economy, characterised by inclusive growth and development, decent employment and equity and who value intellectual and operational excellence as well as quality relationships are encouraged to apply for this exciting programme.

APPLICATIONS: must either be delivered to the dti campus or via the post. 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

CLOSING DATE: 20 December 2019

NOTE: Applications must be made on a signed Z83 form, obtainable from any Public Service department (online application has Z83 built in and does not require a separate Z83 to be completed) and must be accompanied by a comprehensive CV and certified copies of qualification (including Matric Certificate), academic record and Identity must be delivered to the dti campus or via the post. Applications must be made on a signed Z83 form, obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copies of qualification (including Matric Certificate), academic record and Identity Document. Failure to provide required documents or comply to directions indicated will disqualify applicants No late applications will be considered With the exception of a few positions in the dti’s regional offices, the majority of the internship opportunities are based in Pretoria It is the applicant’s responsibility to have international qualifications evaluated by the South African Qualifications Authority (SAQA). All qualifications will be subjected to verification Correspondence will be limited to short-listed candidates only. If you have not been contacted within two (2) months of the closing date of this advertisement, please accept that your application was unsuccessful The Department of Trade and Industry is committed to the achievement of and maintenance of diversity and equity in employment, especially of race, gender and disability.

INTERNSHIP PROGRAMME FOR 2020/2022

OTHER POSTS

POST 44/50: INTERNSHIP PROGRAMME 2020/2022: VARIOUS
24 months’ contract

STIPEND: Starting from R6000 per month

CENTRE: Pretoria

REQUIREMENTS: Key Requirements: Applications are invited from unemployed South African citizens aged between 18 and 35 years who have completed a minimum of 3 –year National Diploma /Degree or an equivalent qualification in any of the study field listed below: Public Administration or Management/ Business Management or Administration/Law/Social Sciences/Statistics/Economics/Research/Accounting/Cost Management/ Accounting/Administration/Labour Relations/Labour Law/Facilities Management/Quantity Survey/Property Management/Project Management /Contract Management/Economic Development/Agricultural Economics Internal Audit/Financial Information Systems/Supply Chain Management/Events Management/Human Resource Management/Financial Management/Public Policy/Information Technology/Policy Development/ Development Studies/Econometrics/Political Economy/International Relations.

DUTIES: Interpersonal Skills: Good interpersonal skills, professionalism and integrity, ability to work under pressure, deadline driven. The successful candidates must be analytical and have high attention to detail. They should have an understanding of government systems and processes. Ambitious and willingness to learn. Good academic performance will serve as an added advantage
ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE: Interns will receive a monthly stipend starting from R6 000.00 in accordance with their highest qualification at the time of appointment. Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect.
THE PRESIDENCY

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

APPLICATIONS

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

FOR ATTENTION

Mr K Futhane

CLOSING DATE

20 December 2019

NOTE

Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted SMS 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. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

MANAGEMENT ECHELON

POST 44/51

DIRECTOR: STRATEGIC MANAGEMENT

Chief Directorate: Office of the Chief Operations Officer

SALARY

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

CENTRE

Pretoria

REQUIREMENTS

An appropriate Bachelor’s degree in Social or Public Management or equivalent qualification (NQF level 7) plus a minimum of 5 years’ experience at a Middle/ Senior Managerial level. Core competencies: Communication, both oral and writing; client orientation and customer focus; honesty and integrity and service delivery innovation. Knowledge management: Financial management; problem solving and analysis; operational capability leadership; program and project management; people management and empowerment; change management; Public Service Regulatory Framework; Policy formulation process within Government; business and management principles involved in strategic planning, resource allocation, human resource modeling and leadership technique; and monitoring and evaluation methods, tools and techniques.

DUTIES

The successful candidate will oversee the execution and compliance of strategic planning and annual operational planning process; oversee and monitor the performance of The Presidency on a quarterly and annually basis; compile the in-year and the end-of –year performance information reports to ensure that policies and procedures are maintained for performance information so as to keep them relevant and updated with all legislative changes; oversee quarterly performance review sessions to enable to Accounting Officer an opportunity to interface with management to access the achievement of the performance targets and pre-determined commitments against action plan; interact with Budget Office and Human Resource with regards to aligning the operational plan with the resource plans therefore compile all necessary performance information in appropriate inputs for the ENE and AENE; inputs into HR plans etc; quality assure the performance information before the presentation to the Executive Authority, Accounting Officer, Branch Heads, Audit Committee, National Treasury, Department of Planning, Monitoring and Evaluation as well as Auditor-General; and ensure a safe storage of performance information for the purpose of publishing quality

43
Coordinate and oversee the evaluation of Presidency programmes in line with the approved Departmental Evaluation Plan, as well as coordinating the evaluation function in line with the National Evaluation Planning Framework (NEPF).

ENQUIRIES : Mr Katlego Futhane Tel No: (012) 300 5995
ANNEXURE N

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION

APPLICATIONS : Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration Enquiries: Mr T Dimbaza (040 608 6200).

FOR ATTENTION : Mr T Dimbaza Tel No: (040) 608 6200
CLOSING DATE : 20 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 POST

POST 44/52 : SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: ECDOE 01/11/2019 (9-month contract post)

SALARY : R473 920 – R1 148,828 per annum (OSD)

REQUIREMENTS : A Senior Certificate, an LLB. Post graduate qualification specialising in child law/education law, alternatively 5 years demonstrable experience in education law. At least 8 years’ appropriate post qualification advisory/litigation experience. Admission as an Attorney/Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/Administrative Law and Labour Law will be an added advantage. A valid code 08 driver’s license is essential.

DUTIES : To render legal advisory services to the Department of Education (Eastern Cape Province) related to legal and policy compliance, 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. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors 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 : Mr E Scheun Tel No: (043) 702 7459
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS:
Should be directed to: The Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605
Hand Delivery: Phalo House, Phalo Avenue, Bhisho

CLOSING DATE:
20 December

FOR ATTENTION:
Mr T. Gantsho

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 signature. 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.

MANAGEMENT ECHELON

POST 44/53:
DIRECTOR: PUBLIC ENTITY FINANCIAL OVERSIGHT
REF.NO: DEDEA/2019/10/01
(Re-advertisement)

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

CENTRE:
Head Office

REQUIREMENTS:
A Senior Certificate, plus an appropriate relevant NQF Level 7 or equivalent qualification majoring in Economics/Accounting/Business Management/Financial Management Sciences as recognized by SAQA. In addition, five years’ relevant experience at middle/senior management level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage.

DUTIES:
Provide specialized technical services enabling the executive management structures of the department to oversee and manage the equity interest portfolio and the contingent liability exposure of the department’s Public Entities. Develop and maintain sustainable financial models for the department’s Public Entities. Develop and maintain a Capital Structure Framework for the Department’s Public Entities. Provide specialized technical support to the department’s executive management structures to enhance public entity shareholder value. Develop, coordinate and facilitate implementation of a revenue enhancement strategy for public entities. Coordinate and monitor implementation of sustainable incentive programmes and/or packages for identified Special Economic Zones. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES:
can be directed to Mr T. Gantsho at Tel No: (043) 605 7091.

NOTE:
Preference will be given to a female/PWD

OTHER POSTS

POST 44/54:
DEPUTY DIRECTOR: FINANCIAL ACCOUNTING
REF.NO: DEDEA/2019/10/02

SALARY:
R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office

REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification majoring in Accounting as recognized by SAQA plus a minimum of two (2) years post SAICA Articles experience in an accrual financial management environment. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage.

DUTIES: Provide technical assistance with the development and maintenance of the GFMS's financial management system in line with legislative, treasury and GRAP standards. Manage reporting and accounts management. Manage and oversee the maintenance of the GFMS financial management information system. Preparation of quarterly and annual financial statements. Manage and coordinate the planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Supervise the allocated resources of the Sub-Unit in line with legislative and GFMS policy directives and ensure compliance with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091.

POST 44/55: DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING

REF.NO: DEDEA/2019/10/03

SALARY: R733 257 – R863 748 per annum (Level 11)

CENTRE: Head Office

REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification majoring in Financial Management as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage.

DUTIES: To support the Director: Financial Accounting in managing the provision of fast, accurate financial accounting and reporting processes of the Department. Preparation of monthly, quarterly and annual financial statements including related notes and disclosures relating to the Department. Collect, analyze and interpret financial data to provide that financial management information for decision making, provide timely, relevant and reliable accounting and financial information and responses to relevant stakeholders. Ensure that all supporting working documents are prepared in accordance to the relevant Treasury Guidelines, frameworks and statutory requirements.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/56: DEPUTY DIRECTOR: MONITORING, EVALUATION & REPORTING

REF.NO: DEDEA/2019/10/04

SALARY: R733 257 – R863 748 per annum (Level 11)

CENTRE: Head Office

REQUIREMENTS: An undergraduate qualification (NQF 6/7) or equivalent qualification in Public/Business Administration/Management as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage.

DUTIES: Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plans, framework and divisional operational plans. Analyze and assess strategic and annual performance plans and ensure the correct alignment, thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Coordinate the Departmental evaluation mechanism for strategic and operational programmes. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Assist in the development and implementation of best practice planning, monitoring and reporting systems and mechanisms. Assist in the development, implementation and review of a governance framework for quality assurance, oversight and reporting standards. Monitor the implementation of performance guidelines and
frameworks and advise stakeholders accordingly. Coordinate the implementation of annual outcomes and impact reporting. Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitoring, and evaluation and reporting. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, to ensure a streamlined process.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/57: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DEDEA/2019/10/05

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification majoring in Internal Auditing as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Performing an Effective Quality Assessment (PEQA), Certified Government Auditing Professional (CGAP) and Certification in Professional Control Self-Assessment (CCSA) and possession of a Post graduate qualification in a related field will be an added advantage.

DUTIES: Development of strategic and annual operational planning for the audit function. Participate in risk assessment process and attendance of risk management committee meetings. Assist in the effective management of the internal audit function. Ensure that the internal audit unit functions are in line with the International Standards for the Professional Practice of Internal Audit Charter. Manage the execution of assurance and consulting assignments as per internal audit plan. Ensure that engagement planning is undertaken informed by keys risk areas. Report and monitor implementation of agreed actions. Assist CAE in ensuring that internal audit budget is managed and variations between expenditure and budget are explained. Mentor and monitor performance of staff and promote technical development of staff (in service training).

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/58: DEPUTY DIRECTOR: INTEGRATED STRATEGIC MANAGEMENT REF NO: DEDEA/2019/10/06

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification in Public/Business Administration/Management as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage.

DUTIES: Facilitate the development of the Departmental strategic plan, annual performance plan with performance indicators, annual targets and quarterly targets in accordance with statutory requirements. Facilitate the development of operational plans for business units in the Department. Ensure the organisational alignment of strategic goals and objectives into operational plans and performance agreements. Co-ordinate & evaluate inputs from various branches. Assess and review the strategic management processes. Facilitate the development and review of the Core Performance Indicators for the Sector. Facilitate the strategic planning sessions for the Department. Provide strategic planning support at Head Office and regional offices. Provide oversight and support the Department’s Entities during the strategic planning process of Entities. Analyse information for strategic planning processes. Develop, maintain and update the strategic information portal for planning purposes. Prepare and submit the environmental scanning reports, which includes policy analysis and relevant Government policies. Assist with the reviewing of strategic areas within the Department. Attend to audit queries and implement action plans to address audit findings. Provide training and support to Head Office and Regional Offices on strategic business planning, government-wide planning and budgeting to ensure continuous improvement.
of performance information data and provide the necessary support to Branches.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/59: DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DEDEA/2019/10/07

SALARY: R733 257 – R863 748 per annum (Level 11)

CENTRE: Head Office

REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 7) or equivalent qualification majoring in Social Work/ Psychology/EAP as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Professional registration with a relevant body is a must. Post graduate qualification in a related field will be an added advantage.

DUTIES: Manage and supervise the provisioning, development and implementation of Employee Health & wellness programmes. Manage and supervise the provisioning, development and implementation of HIV and AIDS management programmes. Supervise the provisioning, development and implementation of health management programmes. Supervise the provisioning, development and implementation of occupational hygiene management programmes. Supervise the allocation of resources of the sub directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/60: DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: DEDEA/2019/10/08

SALARY: R733 257 – R863 748 per annum (Level 11)

CENTRE: Head Office

REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification in Organisational Development/Operations/Production Management/ Industrial Psychology/Management Services/Human Resource Management qualification as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and a certificate in Organizational design and Job Evaluation will be an added advantage.

DUTIES: Review and redesign departmental organisational structure: Manage the development of Organizational reviews and functional structure. Coordinate the development of service delivery model and business case for change. Provide strategic and technical advice on the alignment of departmental strategy with the organizational structure. Manage Persal establishment. Facilitate the processes of conducting a mandate analysis and compile diagnostic report. Develop and maintain functional Organisational structure. Develop and Consult on functional organisational structure with internal and external stakeholders in the department. Implement and maintain Persal post establishment. Conduct business processes mapping and develop standard operating procedures for the department: Manage and Coordinate Business Process and Change Management. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance/assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and review of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Coordinate and ensure implementation of Job Evaluation (JE): Manage and Coordinate all positions that are due for a job evaluation process. Manage job analysis and the capturing of data in the system. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation of results. Manage capturing of JE results in the system (PERSAL). Assist in the review of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Manage the
implementation of Organisational change and transformation programmes: Manage the promotion and facilitation of the implementation of Batho Pele Programmes and Customer Care.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/61: DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDEA/2019/10/09

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification majoring in Economics/Business Management/ Development Studies or equivalent qualification as recognised by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage.

DUTIES: Develop enterprise development instruments. Monitor evaluate and report on the sustainable impact of enterprise development policies, strategies, programmes and instruments. Provide technical advisory and support services to DEDEAT’s implementing structures and agents. Provide technical support to establish partnerships to support enterprise development programmes, projects and instruments.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/62: DEPUTY DIRECTOR: DEMAND, ACQUISITION & LOGISTICS REF NO: DEDEA/2019/10/10

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification in Supply Chain Management, Public Management, Business Management or equivalent qualification. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and Registration as a Member of Chartered Institute of Procurement and Supply (MCIPS) will be an added advantage.

DUTIES: Manage and maintain Demand Management, Acquisition Management, Logistics Services and Asset Management, Responsible for the development and implementation of the department strategic sourcing, conduct market analysis, Ensure effective quotation and bid management, Ensure the effective functioning of the bid committees; Manage Supply Chain Management function, facilitate monthly, quarterly and annual reporting on SCM related matters and procurement statistics; Ensure effective management, control over the safekeeping, utilization and maintenance of all assets including all leased assets; Assist in the development, implementation of disposal management strategy, policies and procedures; Develop and maintain acquisition, maintenance and disposal plan for asset; Provide effective people management.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/63: CONTROL ENVIRONMENTAL OFFICER GRADE A (ENVIRONMENTAL MANAGEMENT) REF NO: DEDEA/2019/10/13

SALARY: R495 219 – R566 220 per annum (Grade A) (OSD)
CENTRE: OR Tambo
REQUIREMENTS: A Senior certificate, 4 years’ degree or equivalent qualification, appropriate Bachelor’s Degree/Diploma in natural or environmental science fields. At least 6 years post qualification experience of which three years must include managerial experience and knowledge of environmental management. Competencies sought will include project management, financial management, communications skills and facilitation skills, environmental impact assessment management, understanding and knowledge of relevant environmental prescripts.

DUTIES: Co-ordinating Environmental Management sector in the region supervise policy implementation, regional planning, resource utilization and management. Coordination of regional administration, planning, budgeting, performance management and reporting. Provide line function support on
environmental planning and coordination; compliance & enforcement; environmental quality management (waste & air quality); biodiversity & coastal management and implementation of Environmental Empowerments Services and Facilitate project development and implementation to address environmental issues e.g. EPWP environmental sector. Supporting district and local municipalities on environmental management. Coordinate climate change planning, Integrate environmental sustainability into municipal & sector plans. Coordinate intergovernmental relations in the environmental sector.

Supporting Departmental Senior Management, representing the Chief Director, HOD & MEC as delegated.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

<table>
<thead>
<tr>
<th>POST 44/64</th>
<th>CONTROL ENVIRONMENTAL OFFICER: COMPLIANCE &amp; ENFORCEMENT REF NO: DEDEA/2019/10/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R495 219 – R566 220 per annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Sarah Baartman Region</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Senior Certificate, plus an appropriate relevant NQF level 7 qualification in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 2 -3 years’ relevant experience. Post graduate qualification will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mr T. Gantsho at Tel No: (043) 605 7091</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 44/65</th>
<th>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/15 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R402 045 – R557 856 per Annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Sarah Baartman</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Senior Certificate, plus an appropriate relevant NQF level 7 qualification in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years’ relevant experience. Post graduate qualification will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mr T. Gantsho at Tel No: (043) 605 7091</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 44/66</th>
<th>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R402 045 – R557 856 per Annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Joe Gqabi</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Senior Certificate, plus an appropriate relevant NQF level 7 qualification in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years’ relevant experience. Post graduate qualification will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mr T. Gantsho at Tel No: (043) 605 7091</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 44/67</th>
<th>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R402 045 – R557 856 per Annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>OR Tambo</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Senior Certificate, plus an appropriate relevant NQF level 7 qualification in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years’ relevant experience. Post graduate qualification will be an added advantage.</td>
</tr>
</tbody>
</table>
DUTIES: Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/68: ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/18

SALARY: R402 045 – R557 856 per annum (OSD)

CENTRE: Alfred Nzo

REQUIREMENTS: A Senior Certificate, Plus an Appropriate Relevant NQF Level 7+8 (Honours) in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years’ relevant experience. Post graduate qualification will be an added advantage.

DUTIES: Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/69: ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/19

SALARY: R402 045 – R557 856 per annum (OSD)

CENTRE: Chris Hani

REQUIREMENTS: A Senior Certificate, plus an appropriate relevant NQF Level 7+8 (Honours) in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years’ relevant experience. Post graduate qualification will be an added advantage.

DUTIES: Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/70: ASSISTANT MANAGER: COMPLIANCE & RISK MANAGEMENT REF NO: DEDEA/2019/10/11

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

CENTRE: Head Office

REQUIREMENTS: A Senior Certificate, an Undergraduate qualification (NQF 6/7) or equivalent qualification in Accounting/Risk Management/Auditing or any related equivalent qualification. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and related Professional registration will be an added advantage.


ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/71: ASSISTANT MANAGER: LOSS CONTROL AND ANTI-CORRUPTION REF NO: DEDEA/2019/10/12

SALARY: R376 596 – R443 601 per Annum (Level 09)

CENTRE: Head Office

REQUIREMENTS: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification in Ethics or Integrity Management or law qualification or any other related field as recognised by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage.
DUTIES: Provide technical assistance with the development of and facilitate processes to ensure the implementation of Loss control, Ethics, Anti-fraud and Corruption policy instruments, provide technical assistance with the development of and facilitate processes to ensure the implementation anti-corruption strategies, Investigate instances of loss, fraud, corruption and unethical behaviour in the department. Conduct fraud and ethics risk assessment and development of risk registers. Development of risk implementation plans and monitoring thereof.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/72: LEGAL ADMINISTRATION OFFICER REF NO: DEDEA/2019/10/20 (X2 POSTS)

SALARY: Grade 5: R373 389 – R480 921 per annum appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE REQUIREMENTS: Head Office

A Senior certificate, a law degree (NQF level 7) qualification majoring in Legal practice or any other related qualification as recognized by SAQA. In addition, 3 years’ relevant experience of which 1 year must be a supervisory experience. Admission as an Attorney/Advocate will serve as an advantage.

DUTIES: Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support services. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/73: INTERNAL AUDITOR REF NO: DEDEA/2019/10/21 (X2 POSTS)

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

CENTRE REQUIREMENTS: Head Office

A Senior certificate A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification in Internal Auditing as recognized by SAQA. In addition, 1-2 years working experience in relevant field. Relevant professional registration will be an added advantage.

DUTIES: Contribute to the development of strategic audit plans. Participate in the identification of the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist the Accounting Officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department’s controls/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Participate in the development of proposals to determine the scope of allocated internal audit engagements. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Progress report against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the Internal Audit Environment

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/74: NETWORK CONTROLLER – ITM & AUTOMATION REF NO: DEDEA/2019/10/22

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

CENTRE REQUIREMENTS: Head Office

A Senior certificate, A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification as recognised by SAQA in Information Technology/Systems. Minimum of one years’ experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Working knowledge of Windows systems like Windows 7, 8 & 10, Office 2010, 2013 and 2016 Operating systems. Knowledge of server environment i.e. Windows Server 2012 & 2016, Exchange 2016 operating systems. A valid driver’s license required.

DUTIES: To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating
systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/75: NETWORK CONTROLLER – ITM & AUTOMATION REF NO: DEDEA/2019/10/23

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

DUTIES: To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.

ENQUIRIES: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

OFFICE OF THE PREMIER

APPLICATIONS: Hand Delivery: Room 1031, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho. Post to: The Premier, Private Bag X0047, Bhisho, 5605. Enquiries: Mr. L Van Zuydam/Ms P Mwanda-Tali & Ms Nkonki on 040 609 6157 or 6403.
FOR ATTENTION: L Van Zuydam/S. Nkonki
CLOSING DATE: 20 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 applicants.
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 44/76**: HEAD OF DEPARTMENT: DEPARTMENT OF TRANSPORT  
REF NO: HOD-DOT 01/12/2019  
(Five – Year Performance Based Contract)
Re-advertisement those who had applied before may re-apply

**SALARY**: R1 978 533 – R2 228 820 per annum (Level 16) (Package: An all-inclusive remuneration)All-inclusive remuneration package of R1 978 533 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

**CENTRE**: Head Office-King Williams Town

**REQUIREMENTS**: A Senior Certificate, An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to transport systems; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a field related to transport systems; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the transport environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Some working knowledge of transport systems in a development-orientated environment and a good appreciation of multi-modal transport systems and the integration thereof with land use to ensure optimal mobility of people and goods in the Province of the Eastern Cape will give the candidate a definite edge. 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.

**DUTIES**: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Transport and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. The provision of public transport services and infrastructure through provincial resources and cooperation with national and local authorities and the private sector to enhance the mobility of all communities. Integrated traffic management to enable and ensure that all road users consciously use the roads in the province in a lawful and safe manner. Delivery of accessible services through integrated, socially just, developmental and empowering processes to improve the quality of life of communities within the province through community development programmes. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Transport. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and
decision making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.

**ENQUIRIES**
Mr. L Van Zuydam/ Ms P Mwanda-Tali & Ms Nkonki on Tel No: (040) 609 6157 or 6403.

**POST 44/77**
HEAD OF DEPARTMENT: DEPARTMENT OF SAFETY AND LIAISON
REF: DSL 01/12/2019
(Five – Year Performance Based Contract)
Re-advertisement those who had applied before may re-apply

**SALARY**
R1 521 591 - R1 714 074 per annum (Level 15) (An all-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

**CENTRE**
Head Office-King Williams Town

**REQUIREMENTS**
A Senior Certificate, An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to safety and security and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a safety and security related field. At least 8 to 10 years’ relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the safety and security environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the safety and security sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. 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 shall be the Head of Department and Accounting Officer of the Department of Safety and Liaison and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensuring integrated intra and inter-departmental/sphere planning, collaboration and delivery of Safety and Security programmes and services, including Community Safety. Manage and coordinate the community safety mandate of the department on a provincial and district level. Provide Civilian Oversight to implement programmes outlined in the Provincial Crime Prevention Strategy (PCPS) through collaboration with all spheres of government and civil society. Provide Social Crime Prevention services. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Safety and Liaison. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision-making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.

**ENQUIRIES**
Mr. L Van Zuydam/Ms P Mwanda-Tali & Ms Nkonki on Tel No: (040) 609 6157 or 6403.
DEPARTMENT OF PUBLIC WORKS
The Department of Roads and Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Head Office Bhisho, Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaaza Tel No: (040) 602 4274
Amathole Region (East London): Hand Delivery: Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana /Ms L. Magama Tel No: (043) 711 5772
OR Tambo Region (Mthatha): Hand Delivery: K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, MTHATHA, 5099 Enquiries Mr V. Sokhaheleka/Ms V. Potelwa Tel No: (047) 505 2767
Sarah Baartman Region (Port Elizabeth): Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel No: (041) 390 9032

FOR ATTENTION: Ms N.H Malgas
CLOSING DATE: 20 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 Department of Public Works 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.

OTHER POSTS
POST 44/78: CHIEF ENGINEER - GRADE A (STRUCTURAL/CIVIL) REF NO: DPW 01/11/2019
SALARY: R1 042 827 per annum (An all-inclusive remuneration package) (OSD)
CENTRE: Amathole Regional Office (East London)
REQUIREMENTS: A Senior Certificate an Engineering Degree (B Eng/BSC (Eng.) or relevant qualification in Mechanical Engineering. Six years post qualification experience as a registered Professional Engineer. A valid driver’s license. Compulsory registration with ECSA as a Professional Engineer.
DUTIES: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and
across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES: Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 44/79: QUANTITY SURVEYOR: GRADE A (BUILDINGS) REF NO: DPW 02/11/2019

SALARY: R898 569 per annum (An all-inclusive remuneration package) (OSD)

CENTRE: Amathole Regional Office (East London)

REQUIREMENTS: A Senior Certificate, A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver’s license. Compulsory registration with SACQSP as a Professional Quantity Surveyor.

DUTIES: Perform quantity survey activities on buildings, structures or facilities: - Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.

ENQUIRIES: Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 44/80: ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSAL REF NO: DPW 03/11/2019

SALARY: R376 596 per annum (Level 09)

CENTRE: Head Office (Bhisho)

REQUIREMENTS: A Senior Certificate, A Bachelor’s Degree/National Diploma in Real Estate/Property Valuation field with 4 years relevant experience in Property/Real Estate Management/ Property Valuations of which 3 years must be at a supervisory level or salary level 7/8. Must be registered with the South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a candidate Values or Professional Associated Valuer. A valid driver’s license. Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 Of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self- motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES: Assist in the managerial and administrative functions related to Property/ Real Estate Management/ Property Valuations. Conduct valuation and inspections on various properties. Determine market rentals for state and privately Owned Properties and verify rentals for privately owned properties for lease purposes.
by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practices by checking that the valuation has been done according Sound valuation principles and methods. Office administration: Participate in procurement processes for procurement of Private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfers. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. Research and development: Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations/property/real estate management. Assist in reviewing and contesting municipal valuation on state owned properties lodge objection where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer’s profession in general. Conduct feasibility studies prepare options analysis reports, determine highest and best use of land and buildings and Viability studies on different types of investment properties; Conduct land administration and other real estate related research and compile comprehensive reports on properties for investment related purposes.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
POST 44/81 : ASSISTANT DIRECTOR: LEASES REF NO: DPW 04/11/2019
Component: Property Management and Development

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Senior certificate, an undergraduate A B-degree or National Diploma in Property management/Property Studies/Public Administration/ Finance/Public Management/Project Management/Building or Construction. 4 years relevant experience in in the property management or property industry of which three years (3) must be at a supervisory level or salary level 7/8 in the property management or property industry. A valid code B driver’s license. Knowledge And Skills: Knowledge and understanding of Government procurement systems and property legislation. Knowledge and understanding of leasing prescripts and processes– Good communication (verbal and written) skills, strong negotiation skills and leadership skills. Computer Literacy skills. Good organizational skills, filing and office management skills. People management skills and sound analytical, problem solving skills. Must be able to work independently as well as in a team. Able to work under pressure. Follow-up on decisions taken at meetings and ensure implementation. Good administrative and client liaison skills, Strong sense of responsibility, sense of urgency and able to give attention to detail.

DUTIES : Obtain cost effective hired office accommodation for Provincial Public Work’s client departments according to the market trends. –Liaison with the landlords to ensure timeous payments of rental payments and services –Liaison with the Clients departments and landlords to ensure client needs are fulfilled. –Prepare submissions for further recommendation and approval by the SCM committees. –Ensure optimal utilization leased properties.–Ensure that weekly and monthly statistical reports are submitted timeously. Ensure effective communication between the landlord and the user departments relating all contract matters. Ensure effective and efficient contract management of all projects. Render guidance and or advice on project related matters. Supervise, develop and evaluate all staff that report to you.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
POST 44/82 : SENIOR ADMIN OFFICER: LEASES REF NO: DPW 05/11/2019
Component: Property Management and Development

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Senior Certificate, B-degree or National Diploma in Public Management/ Public Administration/Finance/Building or Construction qualification- A minimum of 3 years’ experience in the property management or property industry. A valid code B driver’s license. Knowledge And Skills: Knowledge and understanding of Government procurement systems and property legislation. Knowledge and understanding of leasing prescripts and processes. Good
administrative and communication skills, Client liaison skills, organizational skills, computer literacy skills management and strong negotiation skills. – Sound analytical and problem solving skills. Able to function independently-unsupervised. Good reading and writing skills.

**DUTIES**

To assist in obtaining cost effective hired office accommodation for Provincial Public Work’s client departments according to the market trends. –Liaison with the landlords to ensure client’s needs are fulfilled. -Liaison with the Clients departments and landlords to ensure client satisfaction. --Prepare submission/s for the recommendations and approval of the bid committees –Ensure optimal utilization of leased properties. Ensure contract management of all projects assigned including the timeous payments of rentals and municipal services and document and records management. Follow-up on decisions taken at meetings and implement accordingly. Ensure Submission of all statistical weekly and monthly reports to the Head of the section. Render guidance and or advice on project related matters. Supervise, develop and evaluate all staff that report to you.

**ENQUIRIES**

Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

**POST 44/83**

PROJECT COORDINATOR: COMMUNITY DEVELOPMENT EPWP REF NO: DPW 06/11/2019 (X2 POSTS)

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**

A Senior Certificate, Bachelor’s Degree or National Diploma in Public Administration/Public Management/Development Studies/Project Management or Social Sciences. 3 years’ relevant experience in Expanded Public Works. A valid driver’s license and willingness to travel. Knowledge And Skills: Public Finance Management Act (PFMA); Public Service Regulations, EPWP Prescripts. Community Development, People Management, Process implementation, Programme and project coordination, Report writing and Presentation Skills.

**DUTIES**

Administer the creation of work opportunities by implementing EPWP flagship programme. Provide guidance in the creation of work opportunities in DPW projects. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Provide support to the Project Steering Committee (PSC) members and facilitate the training of the PSC. Monitor compliance of DPW projects to EPWP requirements. Provide support and supervision to subordinates. Manage performance and development of subordinates to ensure competent knowledge base for the continued success of the sub directorate.

**ENQUIRIES**

Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

**POST 44/84**

SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DPW 07/11/2019

Sub-Component: Creditors Reconciliation

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Sarah Baartman Region (Port Elizabeth)

**REQUIREMENTS**

A Senior Certificate, Recognized Bachelor’s Degree or National Diploma in Financial Management, Accounting, Taxation or Cost and Management Accounting with 3 years working experience in Financial Management environment in particular reference to Creditors Reconciliation Unit. Extensive knowledge and experience of BAS and Logis and Reapatala. Computer skills (MS Word, Excel, PowerPoint and Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Sound ability to communicate well both verbal and written, a sense of urgency and ability to work under pressure. Good interpersonal as well as customer skills. A valid driver’s license.

**DUTIES**

Monitor and coordinate payment so creditors. Monitor and coordinate the Accrual Invoice Tracking Register and Supplier Statements. Ensure that accruals are cleared monthly. Monitor and coordinate the reconciliation and maintenance of Supplier Reconciliation files. Analyse statements from supplier. Draw reports on outstanding invoices. Liaise with suppliers and deal effectively with their queries. Supervise personnel. Prepare and submit monthly reports to the Assistant Director: Financial Administration.

**ENQUIRIES**

Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
POST 44/85 : ENGINEERING TECHNICIAN - GRADES A REF NO: DPW 08/11/2019 (X2 POSTS)
Buildings (Health Portfolio)

SALARY : R311 859 per annum
CENTRE : Head Office (Bisho)

DUTIES : Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 44/86 : ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: DPW 09/11/2019
Component: Fixed Asset Management

SALARY : R257 508 per annum (Level 07)
CENTRE : Amathole Regional Office (East London)
REQUIREMENTS : A Senior Certificate, A Bachelor’s Degree/National Diploma in Public Management or Administration/Management/Real Estate/Facilities Management qualification with a minimum of 2 years’ experience in the property field. A valid driver’s license will be an added advantage. Knowledge And Skills: GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.

DUTIES : Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Assist in the compilation of U-AMPs. Organise client forum meetings.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 44/87 : MESSENGER: OFFICE SERVICES REF NO: DPW 10/11/2019

SALARY : R102 534 per annum (Level 02)
CENTRE : OR Tambo Regional Office (Mthatha)
REQUIREMENTS : A Grade 9/STD 7/ ABET Level 4 Certificate with one year relevant experience. Good communication skills, able to read write. Must be able to communicate with people. Good team player.

DUTIES : Collect and deliver mail and parcels inside the department. Collect and deliver mail at neighboring departments and outside the department. Sorting of mail and delivering of urgent mail.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
PROVINCIAL TREASURY

CLOSING DATE : 20 December 2019

NOTE : 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/employ.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. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Please Further Note: NB: It is the department’s objective to address the Employment Equity Affirmative Action Measures in line with the ECPT EE Plan and to achieve equitable representation across race and gender. 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

MANAGEMENT ECHELON

POST 44/88 : CHIEF DIRECTOR: PROJECT MANAGEMENT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT: REF NO: PT 01/12/2019
(Fixed Term of 12 Months Contract)

SALARY : R1 251 183 per annum (Level 14) (An all-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS :
A senior certificate plus an appropriate Three-year Degree (NQF level 7) in Commerce/Financial Management/Finance Accounting/Public Finance and/or related qualification coupled with Minimum 5 years’ experience work experience at Senior Management level in financial management in a health environment and with at least 2 years’ experience as a project manager for a similar project. NQF Level 8 in Public Administration will be and added advantage.

DUTIES :
To Oversee, Support And Manage The Project: To provide strategic and project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18(2) (g) intervention in the DOH. Develop the concept and approach for monitoring the progress and successful completion of the project deliverables. Ensure that project status, issues and successes are communicated to project team, stakeholders, and all levels of management and documented appropriately. Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Coordinate meetings with DOH, OTP and PT Task Team members. Ensure monthly and quarterly
progress reports are made to all relevant stakeholders, including EXCO. Provide recommendations and advice on project milestones to be implemented by DOH, OTP and PT as part of the deliverables of the project. Serve as a central point of contact between the PT and the various internal and external stakeholders of the project. Oversee And Manage the Resources to Be Deployed in Implementing S18 (2) (G): Manage the human resources that have been deployed in the Management of Medico Legal Claims Project. Ensure that the deployed human resources are aware of their roles and responsibilities within the project, the milestones, expected deliverables and timeframes. Manage the performance of the deployed human resources. Manage Area Of Responsibility: 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 and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: B Ndayi Tel No: (040) 1010 072/71

POST 44/89: DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT): MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT REF NO: PT 02/12/2019

(Salery: R1 057 326 per annum (Level 13) (An all-inclusive remuneration)

CENTRE: Head Office

REQUIREMENTS: A senior certificate plus an appropriate Three-year Degree (NQF level 7) Degree in Computer Science/Information Technology or any related field, coupled with Minimum 5 years’ experience work experience at middle management level Deputy Director level) in IT and with at least 2 years’ experience with ICT Systems, Network Management, Web design /Programming.

DUTIES: Render Advisory Services on Project Ict Needs and Requirements: TO provide ICT project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18(2) (g) intervention in the DOH. Manage and review existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment for the Project. Perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Ensure data integrity of the cases or events that have been captured onto the Case Management IT system. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders’ communication and information sharing through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Ensure ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. Manage Area Of Responsibility: Manage the performance of the deployed human resources. 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 and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: B Ndayi Tel No: (040) 1010 072/71
POST 44/90 : DIRECTORS: FINANCIAL MANAGEMENT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT: REF NO: PT 03/12/2019 (X3 POSTS)
(Fixed Term of 12 Months Contract)

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : A senior certificate plus an appropriate Three-year Degree (NQF level 7) Degree in Financial Accounting/Financial Management/Public Finance/Accounting coupled with Minimum 5 years’ experience work experience at middle management level (Deputy Director Level) in financial management. A minimum of 2 years’ experience working with BAS/ LOGIS will be and added advantage

DUTIES : Manage The Provisioning of Financial Administration and Payment Services for the Project: To provide financial management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18(2) (g) intervention in the DOH. To provide effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Ensure implementation of approved and signed Delegations of Authority. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure accuracy, completeness and validity of financial reporting on the project milestones and deliverables. Verify and validate the accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Support the project stakeholders’ communication and information sharing through the use of financial management information. Participate in meetings with DOH, OTP and PT Task Team members. Ensure financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO

ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71

POST 44/91 : DIRECTOR: FINANCIAL MANAGEMENT SPECIALIST REF NO: PT 04/12/2019
(Fixed Term of 12 Months Contract)

SALARY : R1 057 326 per annum Level 13) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : A Three Year Degree in Finance/Auditing (qualification at NQF level 7) with extensive knowledge and experience in an accounting environment at least 5 years’ experience at a middle management (Deputy Director Level). A Certified Chartered Accountant (SA) qualification or equivalent postgraduate degree in Finance and Auditing as well as active membership in professional bodies like SAICA, etc., coupled with extensive Public Sector Financial Management experience will be an added advantage

DUTIES : The incumbent will be supporting the Chief Financial Officer (and in some instances act as Chief Financial Officer) in sector departments, public entities, and Provincial Treasury Programmes, covering amongst others: 1) Developing and executing financial management and business support strategy on the entity, based on the mandate and in line with the requirements of the Public Finance Management Act (PFMA); 2) Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; 3) Provide leadership for effective and sustainable management of the entity’s finance function having due regard of stakeholder requirements; 4) Ensure alignment of functions and business processes as well as
acquisitions and utilization of appropriate systems and solutions within Business support functions; 5) Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; 6) Ensure that the entity’s financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; 7) Oversee the implementation of the budgetary controls and ensuring effective internal control systems in the accounting and reporting cycles; 8) Oversee the implementation of the Supply Chain and Asset Management systems, both in Provincial Treasury and Departments

ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71

OTHER POSTS

POST 44/92 : PROJECT MANAGER: PERSAL CENTRALISATION REF NO: PT 05/12/2019
(Fixed Term of 12 Months Contract)

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Management/Human Resource Management or any related field coupled with Minimum 5 of years’ experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service

DUTIES : Manage authorisation of appointments: Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG’s office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. Develop Policies, Procedures and Strategies for the management of authorization of appointments: Develop SOP for Authorisation of appointment. Development of procedure manuals. Development of guidelines/templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. Preparation and presentation of Reports and statistics to the management: Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports.

ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71

POST 44/93 : ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT REF NO: PT 06/12/2019
(Fixed Term of 12 Months Contract)

SALARY : R376 596 per annum (Level 09) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : A Three-year Degree (NQF level 7) in Financial Accounting/Financial Management/Public Finance/Accounting coupled with Minimum 3 years’ work experience at the level of an Officer (Level 7 or 8) in financial management and with at least 2 years’ experience working with BAS/LOGIS.

DUTIES : Assist In the Managing the Provisioning of Financial Administration and Payment Services for the Project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Assist in the verification of the supporting documentation
attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders’ communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

ENQUIRIES: B Ndayi Tel No: (040) 1010 072/71

POST 44/94: ASSISTANT DIRECTOR: CASE MANAGER: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT REF NO: PT 07/12/2019 (Fixed Term of 12 Months Contract)

SALARY: R376 596 per annum (Level 09) (An all-inclusive remuneration)
CENTRE: Head Office
REQUIREMENTS: A Three-year Degree (NQF level 7) Degree in Computer Science/Information Technology or any related field, coupled with Minimum 3 years’ work experience at level of an Officer (Level 7 or higher) in IT and with at least 2 years working in ICT systems/Network Management/Web design/Programming.
DUTIES: Assist In the Managing the Provisioning of Financial Administration and Payment Services for the Project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders’ communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

ENQUIRIES: B Ndayi Tel No: (040) 1010 072/71

POST 44/95: ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT): MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT: REF NO: PT 08/12/2019 (Fixed Term of 12 Months Contract)

SALARY: R376 596 per annum (Level 09) (An all-inclusive remuneration)
CENTRE: Head Office
REQUIREMENTS: A Three-year Degree (NQF level 7) Degree in Computer Science/Information Technology or any related field, coupled with Minimum 3 years’ work experience at level of an Officer (Level 7 or higher) in IT and with at least 2 years working in ICT systems/Network Management/Web design/Programming.
DUTIES: Assist In the Rendering of Advisory Services on Project Ict Needs and Requirements: Assist in the management and review of existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Assist in ensuring the establishment of a detailed program specification through engagements with users. Assist in the management of applications deployment for the Project. Assist in perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Assist in supporting the project stakeholders’ communication and information sharing through the use of ICT. Assist in ensuring ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

ENQUIRIES: B Ndayi Tel No: (040) 1010 072/71


SALARY: R376 596 per annum (Level 09) (An all-inclusive remuneration)
CENTRE: Mthatha
REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Financial Management/Financial
DUTIES:

Assist in the Technical Hands-On Support on Budget Planning and Implementation: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations and Municipal Standard Chart of Accounts. Assist in the assessment of tabled and adopted budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Conduct reconciliation on debt reports of district and follow up on disputed amounts. Monitor and follow up on the outstanding government debt owed to municipalities by government departments, assist in preparing consolidated reports for organs of state and other stakeholders. Assist in the monitoring of the roll over process of gazetted transfers from Government departments to municipalities as contained in the main and adjusted budgets. Collate and consolidate roll over applications received from municipalities. Prepare SDBIP assessment on approved SDBIP's of municipalities and assess the financial health and sustainability based on the Section 72 mid-year report submitted by the municipality and accordingly report. Assist Municipalities on Governance and Institutional Management, In Line With Mfma Requirements: Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in assessing and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Assist in Monitoring Compliance with Financial Assets and Liabilities and Revenue Management: Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility: 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 and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and
management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**
B Ndaiy Tel No: (040) 1010 072/71

**POST 44/97**
**SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION**
**REF NO:** PT 10/12/2019

**SALARY**
R316 791 per annum (Level 08) (An all-inclusive remuneration)

**CENTRE**
Head Office

**REQUIREMENTS**
A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognized university) in Financial Accounting/Financial Management/ Public Finance or any other related field coupled by minimum of 2 years’ experience in Salary Administration environment at the minimum of salary Level 5. Extensive understanding of BAS and PERSAL systems. Copy of PERSAL certificate(s) must be attached.

**DUTIES**
Facilitate Payment of Salaries and Deductions of Payments to Third Parties:
Recall salaries to avoid salary overpayment and also to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month.
Investigate unidentified debt deductions.

Facilitate Clearance And Reconciliation Of Suspense Accounts:
Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances monitored to ensure that they become zero at month end and year end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel Allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards/legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance ot the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.

**ENQUIRIES**
B Ndaiy Tel No: (040) 1010 072/71

**POST 44/98**
**PERSAL APPOINTMENT AUTHORISERS: PERSAL CENTRALISATION**
**REF NO:** PT 11/12/2019 (X4 POSTS)

**SALARY**
R257 508 per annum (Level 07) (An all-inclusive)

**CENTRE**
Head Office

**REQUIREMENTS**
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Admin/Public Management/Finance/IT with 2 years’ experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached.

**DUTIES**
Support Departments with the Implementation of Appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. Confirm Availability Of Funds For Appointments: Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize Appointments On Persal System: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. Render administrative support services on compilation of statistics: Compile and submit weekly statistics of all authorized and rejected appointments NB: Preference will be given to Colored Male/ African Male/ White Male and People with disabilities.

**ENQUIRIES**
B Ndaiy Tel No: (040) 1010 072/71
APPLICATIONS: P O Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION: Me P Mpu
CLOSING DATE: 20 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 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document (Driver’s license where applicable). The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 44/99: DEPUTY DIRECTOR GENERAL: CLINICAL HEALTH SERVICES: REF NO: H/D/12
Corporate Office
SALARY: R1 521 591 per annum (Level 15)
CENTRE: Bloemfontein
REQUIREMENTS: Undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) as recognised by SAQA in a Health Related Field Post Graduate Degree in Health Management and other related professions. Driver’s license. Minimum experience required to appoint to this post. 8-10 Years of experience at Senior Management Level. Statutory Body Requirements: Registration with relevant statutory body as health professional And Skills: National and Provincial Health Acts, Free State Hospitals Act, Free State Nursing Education Act, PSR/PSA and Public Finance Management Act, People Management, Financial Management, Strategic Planning, Planning and Organizing
DUTIES: To Provide Strategic Leadership, Management and Control in The Clinical Health Services and Health Support Programmes. Oversee and ensure overall provision of Strategic Health Services within the Department. Oversee and manage the provision of Health Programme Services. Oversee and ensure the provision of District Health and District Hospital Services. Oversee and manage the provision of Central Hospital Services. Manage and oversee the provision of Regional Hospital Services. Provide Strategic Direction for the clinical Health Services and Health Support Programmes. Oversee and manage the provision of Specialised Hospital Services. Monitor and implement National Health
Insurance. Implement Systems for good Corporate and Clinical Governance. Oversee resources (Human, Financial, Equipment/Assets).

ENQUIRIES: Ms NL Mahlangeni, Tel No: (051) 408 1161/1162

POST 44/100: DEPUTY DIRECTOR GENERAL: CORPORATE SERVICE REF NO: H/D/13

Corporate Office

SALARY: R1 521 591 per annum (Level 15)

CENTRE: Bloemfontein

REQUIREMENTS: Undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) as recognised by SAQA in a Public Admin/HRM/HRD/Business Admin or equivalent. Driver’s license. Minimum experience required to appoint to this post. 8-10 Years of experience at Senior Management Level. Knowledge And Skills: Labour Relations Act and related collective agreements. Basic Conditions of Employment Act, Treasury Regulations issued in terms of PFMA, PMS/PSR/PSA/, National and Provincial Health Acts, Free State Hospitals Act/national Health Act, Free State Nursing Education Act, National Development Plan, People Management, Financial Management, Strategic Planning, Planning and Organizing

DUTIES: To Oversee and manage the provision of Corporate Services. Oversee and manage the provision of human resources. Oversee and manage the provision of legal services. Ensure and manage the provision of information communication and technology management services. Oversee and manage the provision of security management services. Ensure and manage the provision of strategic planning, monitoring and evaluation services. Manage information research and knowledge management. Oversee Resources (Human, Financial, Equipment/Assets. Knowledge And Skills: National and Provincial Health Acts, Free State Hospitals Act, Free State Nursing Education Act, PSR/PSA and Public Finance Management Act, People Management, Financial Management, Strategic Planning, Planning and Organizing

ENQUIRIES: Ms NL Mahlangeni, Tel No: (051) 408 1161/1162

POST 44/101: DIRECTOR: INFRASTRUCTURE DELIVERY PROGRAMME MANAGEMENT: REF NO: H/D/27

Infrastructure and Technical Services

Chief Directorate: Corporate Office

SALARY: R1 057 326 per annum. (Level 13)

CENTRE: Bloemfontein


DUTIES: Norms and Standards Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan: Identify Infrastructure strategic objectives. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. Prepare Medium Term, Annual and Adjustment Budget. Prepare bids for performance grants in collaboration with the Director Infrastructure Planning. Finalise and approve Infrastructure Programme Management Plans. Finalise and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service

ENQUIRIES: Mr Mokgothu, Tel No: (051) 408 1666

POST 44/102: DIRECTOR: ENGINEERING AND TECHNICAL SERVICES: REF NO: H/D/28 Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY: R1 057 326 per annum. (Level 13)

CENTRE: Bloemfontein

REQUIREMENTS:

DUTIES:
Manage the maintenance of health facilities, utilities and infrastructure: Determine the inputs for the scheduled and preventative maintenance plans/strategies including conceptual planning for scheduled maintenance. Determine the inputs to Health Facilities in terms of day-to-day maintenance. Provide inputs in terms of targets and indicators for infrastructure maintenance to the Directorate Infrastructure Programme Delivery. Coordinate and monitor the implementation of the maintenance plans. Monitor the implementation of the day-to-day and preventative maintenance. Monitor the resolving of emergency breakdowns. Determine specifications and oversee procurement of technical equipment and supplies in consultation with Health Facilities. Manage the research and analysis of maintenance information. Provide inputs to Health Facilities in terms of planning for disposals of related equipment. Manage the monitoring and evaluation of deployed technology. Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities: Manage the research of maintenance technologies. Monitor and promote the effective utilisation of utilities and

ENQUIRIES: Mr Mokgothu, Tel No: (051) 408 1666
POST 44/103: DIRECTOR: HEALTH TECHNOLOGY: REF NO: H/D/26
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY: R1 057 326. per annum. (Level 13)
CENTRE: Bloemfontein
DUTIES:

ENQUIRIES:
Mr Mokgothu, Tel No: (051) 408 1666

POST 44/104:
PRINCIPAL: NURSING COLLEGE; PND-6: REF NO: H/P/24

SALARY:
R1 057 326 per annum. (OSD)

CENTRE:
Free State School Of Nursing: Bloemfontein

REQUIREMENTS:
Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 13 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 9 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after the 1-year post basic qualification. Proof of current registration with the SANC. A valid unendorsed driver's license. 3 Years' experience must be on management level. Knowledge and Skills: Masters' Degree. Good problem solving skills. Ability to work under pressure. Proven management skills. Conflict resolution and management skills.

DUTIES:
Facilitate Nursing Education and training of Nurses in the catchment area to achieve departmental goals and objectives. Manage Human, Material and Physical resources at the Nursing College. Manage education and training of nurses provided by campuses and overall management of the College consisting of 3 campuses and hospital schools. Facilitate effective and efficient general management of the School. Management of student affairs at campus level. Enhance corporate image of FSSON and the Department. To give direction and co-ordinate nursing education within the department. Management and

ENQUIRIES:
Mr L D Kamolane, Tel No: (051) 4081515
POST 44/105: DIRECTOR: LEGAL SERVICES: REF NO: HD/29

Corporate Office

SALARY: R1 057 326 per annum. (Level 13)

CENTRE: Bloemfontein


DUTIES: Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Oversee management of contracts, service level agreement and litigation matters. Manage legal strategies and ensure legal compliance. Manage resources (Human, Finance, Equipment/Assets.) Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Ensure department’s legal capacity is strengthened to provide effective legal advice and opinion. Oversee and manage a detailed legal analysis of contracts. Ensure and oversee smooth and effective legal advice and support to management. Advise and ensure legal compliance by the Department to international organizations. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation. Manage legal resources center & legal information management. Maintain and effective statutory services. Oversee management of contracts, service level agreement and litigation matters. Ensure legal research and opinion drafting. Formulate legal opinions & provide legal advice and support to management. Assess and ensure department’s legal capacity is strengthened during negotiations on agreements, contract and litigations. Manage and ensure quality legislation within the department. Manage legal work in accordance with national laws and Constitution. Manage the development of sound policies, legal documents, contracts, etc. i.e. Legal support in relation to policy formulation and decision-making. Assist in the preparation of cabinet memoranda. Ensure the development, implementation and monitoring of legal policies and regulations in line with national policies. Monitor the implementation of legal risk management guidelines. Manage legal strategies and ensure legal compliance. Manage all litigations for the department. Monitor legislative developments locally and internationally in order to assist. Assist in prosecution of transgression of public service laws which impacts on service delivery. Ensure compliance and advocate for legislation, regulations, acts and policies. Manage investigation projects on fraud and corrupt business and provide strategic directions. Manage resources (Human, Finance, Equipment/Assets.) Manage and ensure proper implementation of budget by monitoring, projection and reporting of expenditures. Consolidate budget and ensure proper spending in line with strategic objectives. Ensure optimal utilization and functionality of equipment/assets. Evaluate and monitor performance of employees to ensure achievement of Directorate’ strategic goals. Manage the development of employees in the directorate. Enhance and maintain employee motivation.

ENQUIRIES: Mr M W Fikizolo, Tel No: (051) 408 1112/1113
POST 44/106

CHIEF ENGINEER: GRADE A: (3 POSTS)
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY: R1 042 827 per annum. (OSD)
CENTRE: Bloemfontein
Civil/Structural: Ref No: H/E/13 (1 Post)
Electrical: Ref No: H/E/14 (1 Post)
Mechanical: Ref No: H/E/15 (1 Post)

REQUIREMENTS:

DUTIES:
Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IA's and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports [financial and non-financial indicators]. Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update system information [if applicable] in terms of Technical Condition Assessments. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an engineering perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical
information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management: Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Mentoring of Candidates: Act as mentor for Candidate Architect. Complete progress reports. Conduct regular performance meetings. Provide professional guidance.

ENQUIRIES: Mr Mokgothu, Tel No: (051) 408 1666

POST 44/107: CHIEF CONSTRUCTION PROJECT MANAGER: REF NO: H/C/23
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY: R1 042 827 per annum. (OSD)
CENTRE: Bloemfontein

DUTIES: Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA) Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing
Agent (IA). Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update system information (if applicable) in terms of Technical Condition Assessments. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an engineering perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management: Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Control cost and scope variances on infrastructure projects. Mentoring of Candidates: Act as mentor for Candidate. Complete progress reports. Conduct regular performance meetings. Provide professional guidance

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/108 : CHIEF QUANTITY SURVEYOR GRADE A: REF NO: H/Q/4
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY : R898 569 per annum. (OSD)
CENTRE : Bloemfontein
Infrastructure

Review and signures and Implementing Agent (IA). Participate in the procurement of s by the Department of Health. Manage ed in the Provincial -
articipate in project (IA) e to the . Manage the updating of implementin g

DUTIES

Professional Bodies/Councils. People Management; technology and changes in the institutiona
Infrastructure policies of the Department in terms of research findings, new activities [tools and techniques] as prescribed and/or required. Update the framew
study the Health sector, legal frameworks, standards changes and policy journals and publications to stay abreast of new developments. Monitor and relevant professional development boards/councils: Study professional
information management options for the Depar keep up with new technologies, viability and feasibility of the geographical procedures, software applications and tools. Research/literature studies to continuous should be updated from a quantity surveyor perspective. Participate in the Infrastructure Planning on functional and technical norms and standards that Occupancy Evaluation exercises. Provide feedback to Directorate Planning
and legislative requirements. Manage and partici
Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA) Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators) Infrastructure Project Commissioning; Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budget on completion of projects. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a quantity surveyor perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management; undertake planning for

ENQUIRIES
Mr Mokgothu, Tel No: (051) 408 1666

POST 44/109
CONSTRUCTION PROJECT MANAGER: REF NO: H/C/18
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY: R718 059 per annum. (OSD)
CENTRE: Bloemfontein
REQUIREMENTS:

DUTIES:
Infrastructure Programme and Project Planning in line with IDMS: 1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. 2. Prepare the infrastructure budget and Final Project List. 3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. 6. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. 5. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorization of payments in line with the conditions of the
appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators) Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Managing Project Management Information System Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

POST 44/110

ENGINEER: (5 POSTS)

Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY

R718 059 per annum. (OSD)

CENTRE

Bloemfontein

Civil/Structural: Ref No: H/E/10 (1 Post)

Electrical: Ref No: H/E/11 (3 Posts)

Mechanical: Ref No: H/E/12 (1 Post)

REQUIREMENTS


DUTIES

Development, interpretation and customization of functional and technical norms and standards from an engineering perspective: Provide inputs to technical and functional norms and standards from an Electrical/Mechanical/Structuring Engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved Electrical/Mechanical/Structuring Engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. Maintain Electrical/Mechanical/Structuring Engineering norms & standards. Investigate proposals for innovative service delivery
mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective: Prepare technical specifications. Apply applicable design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine electrical/mechanical/structural/civil engineering performance based standards. Develop electrical/mechanical/structural/civil engineering standard data sheets and drawings. Provide electrical engineering inputs to Project Execution Plan v 1. Provide electrical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Electrical/Mechanical/Structuring Engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary: Prepare reports on electrical engineering investigations. Determine electrical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation (construction) and commissioning of Electrical/Mechanical/Engineering installations as well as structural: Provide Electrical/Mechanical/Structuring Engineering inputs to implement projects successfully. Provide Electrical/Mechanical/Structuring Engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Updating project information on the PMIS system. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666
POST 44/111 : QUANTITY SURVEYOR GRADE A: REF NO: H/Q/2
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY : R618 732 per annum. (OSD)
CENTRE : Bloemfontein

**DUTIES**

Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA) Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Working on PMIS system

**ENQUIRIES**

Mr Mokgothu, Tel No: (051) 408 1666
**POST 44/112**  
ARCHITECT: PRODUCTION: GRADE A: REF NO: H/A/43  
Infrastructure and Technical Services  
Chief Directorate: Corporate Office  

**SALARY**  
R618 732 per annum. (OSD)  

**CENTRE**  
Bloemfontein  

**REQUIREMENTS**  

**DUTIES**  
To provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework (IDMS). Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Undertake research. Working on PMIS system  

**ENQUIRIES**  
Mr Mokgothu, Tel No: (051) 408 1666

---

**POST 44/113**  
CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: H/C/22  
Infrastructure and Technical Services  
Chief Directorate: Corporate Office  
(5-Year Contract Post)  

**SALARY**  
R618 732 per annum. (OSD)  

**CENTRE**  
Bloemfontein  

**REQUIREMENTS**  
B Tech or Degree or Honours Degree or National Higher Diploma in Built Environment. Registered as a Candidate Construction Project Manager with SACPCMP. (Proof to be attached to application) Valid driver’s license. Computer literacy. BTech – 1-year experience. National Higher Diploma - 18 months’ experience. National Diploma - 2 years’ experience. Knowledge And Skills: Knowledge of built environment/construction industry  

**DUTIES**  
Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].Infrastructure Programme and Project Implementation and Monitoring: Assist to monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA) Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial
and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES: Mr Mokgothu, Tel No: (051) 408 1666

POST 44/114: CANDIDATE ENGINEER REF NO: H/D/21
Infrastructure and Technical Services
Chief Directorate: Corporate Office
(5 Year Contract Post)

SALARY: R618 732 per annum. (OSD)

CENTRE: Bloemfontein


DUTIES: Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA).
Infrastructure Programme and Project Implementation and Monitoring: Assist to monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA). Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS) Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of
projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Assist to manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Working on PMIS.

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/115 : CANDIDATE QUANTITY SURVEYOR REF NO: H/C/19
Infrastructure and Technical Services
Chief Directorate: Corporate Office
(5 Year Contract Post)

SALARY : R535 563 per annum. (OSD)
CENTRE : Bloemfontein


DUTIES : Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Infrastructure Programme and Project Implementation and Monitoring: Assist to monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA) Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery
Framework. (IDMS). Manage the updating of project/programme
documentation and information and submit all built environment documentation
to the Directorate Infrastructure Planning and the financial documents to the
Deputy Director Finance. Manage the interface between the end-
user/community structures and Implementing Agent (IA). Prepare and submit
progress reports (financial and non-financial indicators). Infrastructure Project
Commissioning. Coordinate and participate in project commissioning, including
site visits. Review the Maintenance Plans and budgets on completion of
projects. Collect and update information on systems (if applicable) in terms of
Technical Condition Assessments on completion of projects. Orientate users
in terms of the optimal usage of Facilities. Infrastructure Programme and
Project Evaluation Review infrastructure projects and programmes in line with
the built environment norms, standards and legislative requirements. Manage
and participate in Post Project and Post Occupancy Evaluation exercises.
Provide feedback to Directorate Infrastructure Planning on functional and
technical norms and standards that should be updated from a space and
design perspective. Participate in the continuous improvement of best
practices, standardized processes and procedures, software applications and
tools. Research/literature studies to keep up with new technologies, viability
and feasibility of the geographical information management options for the
Department including interaction with relevant professional development
boards/councils: Study professional journals and publications to stay abreast
of new developments. Monitor and study the Health sector, legal frameworks,
standards changes and policy frameworks. Engage in relevant continuous
professional development activities [tools and techniques] as prescribed and/or
required. Update the Infrastructure policies of the Department in terms of
research findings, new technology and changes in the institutional
environment. Interact with relevant Professional Bodies/Councils. Working on
PMIS

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/116 : CANDIDATE ARCHITECT REF NO: H/C/20
Infrastructure and Technical Services
Chief Directorate: Corporate Office
(S 5 Year Contract Post)

SALARY : R535 563. per annum. (OSD)
CENTRE : Bloemfontein
REQUIREMENTS
Bachelor Degree of Architecture. Registration as candidate with the SACAP
(Proof to be attached to application). Valid Drivers’ Licence. Computer literate.
3 years’ experience post qualification Knowledge and Skills: Knowledge of:
PFMA/Division of Revenue Act/Treasury Regulations/Practice. Notes/
Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of
Access to Information Act of 2000. Promotion of Administrative Justice Act of

DUTIES
Infrastructure Programme and Project Planning in line with IDMS: Assist to
prepare the Procurement Strategy, Infrastructure Programme Management
Plan [IPMP] and updating of the plan. Assist to prepare the infrastructure
budget and Final Project List. Assist to prepare the Packages/Individual Project
Briefs; presenting these to the Implementing Agent (IA) – referred to as Project
Execution Plan v1 with all the inputs obtained from the Directorate
Infrastructure Planning. Assist to manage preparation of Packages/Individual
Project Briefs for projects that are not allocated to an Implementing Agent [IA].
Infrastructure Programme and Project Implementation and Monitoring: Assist
to monitor the implementation of Programmes and Projects by the
Implementing Agent (IA) and the adherence to the Service Delivery
Agreement. Assist to manage project implementation of projects that are not
allocated to an Implementing Agent (IA). Assist to review the Project Execution
Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs
received from the Directorate Infrastructure Planning. Assist to review Variation
Orders in terms of contract management practice and financial implications in
collaboration with professionals in the Directorate Infrastructure Planning.
Assist to develop Project Stage reports & designs, in accordance with strategic
decision making points as defined in the Provincial Infrastructure Delivery
Framework. (IDMS). Assist to manage the updating of project/programme

86
documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Assist to manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Assist to manage and participate in Post Project and Post Occupancy Evaluation exercises. Assist to provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Assist to participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Working on PMIS system

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/117 : ASSISTANT DIRECTOR; HR ADMIN: REF NO: H/A/43 (2 POSTS)
Human Resource Directorate: Corporate Office

SALARY : R376 596 per annum. (Level 9)

CENTRE : Bloemfontein


DUTIES : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Address human resource management enquiries to ensure the correct implementation of human resource management practises. Ensure the successful implementation of departmental/public service policies on matters related to human resource management to adhere to the relevant prescripts/legislation. Provide inputs on the development/amendments of Human Resource Management Policies/practises. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Management of resources.

ENQUIRIES : Mr A Z G Bebula, Tel No: (051) 408 1883
POST 44/118: ASSISTANT DIRECTOR: HR PLANNING: REFNO: H/A/45
Human Resource Directorate: Corporate Office

SALARY: R376 596 per annum. (Level 9)
CENTRE: Bloemfontein

DUTIES: Co-ordinate the development of policies and presentation of information sessions of human resource issues in the department in order to contribute to an effective and well-informed workforce. Render a human resource advisory service to the Management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Development of norms and standards to facilitate implementation of Human Resource Policies, Strategies, procedures and Practises. Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Monitor, evaluate and report on Human Resource Management Policies, procedures and practises. Provide Human Resource Information and Knowledge Management Services in the Department, for example: Ensure effective functioning of databases, draw relevant reports in relation to implementation, monitoring and evaluation of Human Resource Management Policies, procedures and practises. Manages and assures the quality of human resource information and the promotion of the information distribution process. Manage of resources.

ENQUIRIES: Me K T I Matheatsie, Tel No: (051) 408 1159

POST 44/119: ASSISTANT DIRECTOR; ORGANIZATIONAL DEVELOPMENT: REF NO: H/A/44
Human Resource Directorate: Corporate Office

SALARY: R376 596 per annum. (Level 9)
CENTRE: Bloemfontein

DUTIES: Develop & maintain the organogram/s. Conduct business process re-engineering investigations. Undertake efficiency promotion exercises. Develop, review and analyze norms and standards. Evaluate higher
ENQUIRIES : Mr C Mathye, Tel No: (051) 408 1852

POST 44/120 : LEGAL ADMIN OFFICER: MR-5: REF NO: H/L/14
Legal Services: Corporate Office

SALARY : R373 389 per annum. (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : An LLB degree or equivalent qualification and 8 years’ postgraduate legal experience. Extensive experience in litigation, contract management, legislative drafting and labour management. A driver’s licence is required. Knowledge and Skills: Incumbents must be admitted attorneys or Advocates who have served pupillage and have passed. Both must provide testimonials of good standing with their professional bodies. Incumbents will be expected to undergo security clearance. Extensive knowledge of legislation applicable in the Public Service and Regulations, such as Public Service Act and Regulations, PFMA, Treasury Regulations and Practice Manuals, National Health Act, 2003 and Regulations, Mental Health Care Act, 2002, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000, Occupational Health and Safety, 1993 and Regulations, Labour Relations Act, 1995, Basic Conditions of Employment Act, 1997.

DUTIES : The incumbent will be responsible for, among other things: Providing legal advice and opinion assistance to the Department. Handling litigation matters involving the Department. Giving input into agreements, vetting of contracts and drafting of memoranda of understanding entered into by the Department with other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Liaising with the State Attorney’s office and other organs of State in protecting the interest of the Department.

ENQUIRIES : Mr M W Fikizolo, Tel No: (051) 408 1112/1113

POST 44/121 : MEDICAL ORTHOTIST PROSTHETIST: GRADE 1: REF NO: H/M/21
Orthotics and Prosthetic Services

SALARY : R317 976. per annum. (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : Diploma/Baccalaureus Degree in Medical Orthotics Prosthetics. Registration with the Health HPCSA in in Medical Orthotics Prosthetics. Experience: None after registration with the HPCSA in the relevant profession in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: A Valid driver’s license. Good communication, interpersonal, planning and organizing skills. Basic computer literacy skills in MS-Word, MS-Excel, Database systems etc.


ENQUIRIES : Mr O Mosikare, Tel No: (051) 4081537 Mr J Stallenberg, Tel No: (058) 303 5123

POST 44/122 : SENIOR HUMAN RESOURCE OFFICER: REF NO: H/H/12
Staff Establishment: Human Resource Directorate: Corporate Office

SALARY : R257 508 per annum. (Level 7)
CENTRE : Bloemfontein

**DUTIES**: Supervise the correct implement of the Staff Establishment of +/ - 21 000 posts on the PERSAL system. Find suitable solutions for problematic Staff Establishment issues and provide of support to institutions on all post related matters. Provide and assist with statistics. Supervise, plan and co-ordinate the activities of the Human Resource Officers to contribute to the rendering of a professional human resource management service for example: Personnel development, Performance and discipline. Management of subordinates (PDMS), leave, training, disciplinary etc.). Ensure quality of work. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics.

**ENQUIRIES**: Me D Oberholster, Tel No: (051) 408 1138

**POST 44/123**: SENIOR HUMAN RESOURCE OFFICER: REF NO: H/H/13 (5 POSTS)


**SALARY**: R257 508 per annum. (Level 7)

**CENTRE**: Bloemfontein


**ENQUIRIES**: Mr M J Mokgampanyane, Tel No: (051) 408 1179

**POST 44/124**: SENIOR HUMAN RESOURCE OFFICER: REF NO: H/H/14 (2 POSTS)


**SALARY**: R257 508 per annum. (Level 7)

**CENTRE**: Bloemfontein


**DUTIES**: Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service for example: Personnel development, Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of
human resource administration practices concerning service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, reallocation, Pension, allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice Department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Approve transactions on Persal according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9) Prepare reports on personnel administration issues and statistics

ENQUIRIES : Mr A Z G Bebula, Tel No: (051) 408 1883

POST 44/125 : LEGAL ADMIN OFFICER: GRADE 1-3: REF NO: H/L/15
Legal Services: Corporate Office

SALARY : Grade 1: R198 411 per annum
         Grade 2: R230 259 per annum
         Grade 3: R257 073 per Annum. (OSD)

CENTRE : Bloemfontein


DUTIES : Provide legal advice and support on less serious issues to the Department. Legislative analyses and support. Deal with files pertaining to litigation. Deal with loss control matters.

ENQUIRIES : Mr M W Fikizolo, Tel No: (051) 408 1112/1113

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

APPLICATIONS : For The Department of Police, Roads and Transport to be submitted To: Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand at Medfontein Building, St. Andrew Street Bloemfontein

CLOSING DATE : 20 Dec 2019

NOTE : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. The shortlisted candidate will be subjected to criminal vetting and Qualification Verification. People with disability are encouraged to apply.
MANAGEMENT ECHELON

POST 44/126 : DIRECTOR: RBE & GMT OPERATIONS: FLEET MANAGEMENT REF NO: FS PR&T/DOFM/01/11/2019 (X1 POST)

SALARY : R1 057 326 per annum. (Level 13) (An all-inclusive package) The remuneration package consists of the basic salary, government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the 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 assistance.

CENTRE REQUIREMENTS : Bloemfontein

DUTIES : Ensure the provision of earthmoving equipment fleet services to government in the Free State. Ensure, oversee, effective and efficient Government Motor Transport Management Service to internal and external clients. Manage the provision of general hire vehicles to departments and municipalities. Ensure the effective, efficient, economic and transparent use of financial and other resources. Ensure good working relationship with Department and other stakeholders, including improving the image of the Entity and its services to clients.

ENQUIRIES : Mr. S.S Sekobile Acting Chief Director: Corporate Services Tel No: (051) 409 8566/8481


SALARY : R1 057 326. per annum. (Level 13) (An all-inclusive package)The remuneration package consists of the basic salary, government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the 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.

CENTRE REQUIREMENTS : Bloemfontein

DUTIES : An appropriate 3 year Diploma/Degree in Logistic/Transport or equivalent qualification. 5 years’ experience in Middle Management Level. Establish and maintain financial structures. Establish, implement and monitor Financial Management systems. Contribute to the development of the strategic and annual performance plans including coordinating, analysis and advertising. Oversee the budget preparations process, provide advice and support to stakeholders, and review the budget proposal prior to submission to the relevant authority. Oversee the final draft budget preparation process, provide advice and support to stakeholders, and review the final draft budget prior to submission to the relevant authority. Oversee and manage the budget monitoring process, including the production of monthly and quarterly financial and performance reports and provide recommendations ad advice to address significant variances. Monitor the operation of accounting systems, controls and procedures in order to ensure the integrity of the financial information. Review and manage the finalization of Quarterly and Annual Financial Statements. Ensure the effective, efficient, economical and transparent use of financial and other resources.

ENQUIRIES : Mr. S.S Sekobile Acting Chief Director: Corporate Services Tel No: (051) 409 8566/8481
ANNEXURE P

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 and for assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall

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

CLOSING DATE: 20 December 2019, 12h00. No late applications will be considered.

NOTE: Applications must be submitted on a Z83, 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 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: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments) The Competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 44/128: DIRECTOR: ENFORCEMENT REF NO: REFS/004814

Re-advertisement and people who applied previously are encouraged to apply

SALARY: R1 057 326 per annum (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus undergraduate qualification (NQF level 7) as recognized by SAQA in Environmental Management, Law and Criminal investigations or any equivalent NQF level 7 qualification as recognised by SAQA. 5 years’ experience at a Middle/Senior Managerial level in Compliance and Enforcement environment. Designation as an Environmental Management Inspector will be an advantage. 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.

DUTIES: Manage administrative and criminal enforcement processes related to brown and green environmental issues in accordance with the Directorate’s strategic goals for successful and effective enforcement action. Carry out the functions of an Environmental Management Inspector (EMI). Coordinate Provincial enforcement operations and projects related to brown and green environmental issues. Utilise and ensure the effective use of the relevant information management tools to effectively manage investigations and reporting. Build Provincial enforcement capacity and provide strategic enforcement support. Cooperate with and liaise with enforcement stakeholders (both provincially and nationally) on matters relating to enforcement activities, programmes and projects. Manage criminal investigations into environmental crimes/ violations. Manage the establishment and maintenance of appropriate
internal controls and reporting systems. Manage the Directorate and supervise staff.

ENQUIRIES : Ms L Dhlamini Tel No: (011) 240 2527

DEPARTMENT HEALTH

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

OTHER POSTS

POST 44/129 : MEDICAL SPECIALIST SURGERY – GRADE 1 REF NO: CHBAH 256 (X 1 POST)
Directorate: Surgery

SALARY : Grade 1: R1 106 040 per annum (TCE Package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in General Surgery. HPCSA registration as Medical Specialist in General Surgery. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users

Computer Literacy. A valid driver’s license. Aptitude for increasing the “footprint” of the ACS service across the CHBAH hospital cluster. Surgical skillset to manage emergency general surgery patients, including laparoscopic skills. Capacity to manage change both within the ACS team and within the emergency unit/theatre/ward continuum. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Ability to manage a team of junior and senior doctors. Experience and interest in critical care is an advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Supervising the management of and managing ACS patients in emergency unit, high dependency unit, ward. Performing and supervising appropriate surgical operations. Managing emergency theatre booking lists. Traditional on-call model currently, transitioning to shift-based onsite call model. Teaching and training of interns, medical officers, registrars. Undergraduate teaching. Ward rounds and theatre sessions at Bheki Mlangeni District Hospital. Engaging with surgical staff and management at cluster hospitals. Direct clinical service provision within clinical Unit. Provide direct clinical leadership to the department. Formulate treatment guidelines and protocols for the Unit. Oversee Training and supervision of junior doctors Organize Unit meetings with the doctors, nurses Allied Health Professional within the unit. Direct any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

ENQUIRIES : Prof Smith Tel No: (011) 933 9267/8804
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn’t be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to
Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Please Take Note That Public Service/Government Jobs Are Not For Sale.

**CLOSING DATE**: 20 December 2019

**POST 44/130** : MEDICAL SPECIALIST/ SENIOR LECTURER GRADE 1-3 REFS NO: HRM 99/2019

**Directorate**: General Surgery

**SALARY** : R1 106 040 - R1 467 651 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : MBChB MMed (Surg) or FCS (SA) or equivalent. A valid registration with the HPCSA as an independent practitioner and specialist surgeon.

**DUTIES** : General Surgery case load management including surgical clinics, wards and theatre. The incumbent must have interest in laparoscopic surgery, thyroid and breast surgery. This appointment is on a joint Gauteng Department of Health and Social Services and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.

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

**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**: 23 December 2019

**POST 44/131** : DEPUTY MANAGER: PHARMACEUTICAL SERVICES CONTRACT MANAGEMENT REF NO: MSD2019/11/01 (X 1 POST)

**Directorate**: Pharmaceutical Services

**CENTRE** : Medical Supplies Depot

**REQUIREMENTS** : A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years’ experience at a middle management level in the pharmaceutical supply chain environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Preferential Procurement Policy Framework Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain Management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

**DUTIES** : Work with the data analyst and the demand planner in assessing the level of adherence of the depot procurement unit to national and provincial contracts. Assess the degree of compliance of contracted suppliers to general and specific conditions of contract. Analyse trends of non-compliance and develop strategies to improve compliance. Oversee the implementation of the penalty clause as detailed in the general conditions of contract to all underperforming
and non-performing contracted suppliers. Work with the finance unit in analyzing compliance of the depot to the Public Finance Management Act (PFMA) in the payment of suppliers and service providers. Analyse the reasons for delayed payments and develop strategies and innovative interventions to improve and align supplier payments to the PFMA. Continually advise the procurement unit to procure based on submitted estates.

ENQUIRIES: Ms N Thipa, Tel: (011) 628 9002
APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
NOTES: A curriculum vitae with a detailed description of duties and the names of two referees, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Suitable candidates will undergo a medical screening test.

CLOSING DATE: 20 December 2019

POST 44/132: DEPUTY MANAGER: PHARMACEUTICAL SERVICES PROJECT MANAGEMENT REF NO: MSD2019/11/02 (X 1 POST)
Directorate: Pharmaceutical Services
Re-Advertisement: Applicants who previously applied are encouraged to reapply

SALARY: R1 026 693 per annum (all inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).

CENTRE: Medical Supplies Depot
REQUIREMENTS: A B. Pharm. degree or an equivalent qualification register able with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years’ experience at a middle management level in the pharmaceutical supply chain management environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Good Pharmacy Practice (GPP), the Medicines and related substances Act, Supply Chain management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants. Project management for all special projects undertaken at the depot. Stakeholder engagement both in the public service and private sector. Overseer a change management activities at the depot and affected institutional pharmacies. Marketing of all projects undertaken at the depot to all relevant stakeholders. Communication of policy changes and all other relevant information to all stakeholders. Assist in inventory management in the warehouse. Ensure the depot is compliant to Good Pharmacy Practice, Good Warehouse Practice and all the requirements of the Medicines Control Council at all times.

ENQUIRIES: Ms N Thipa, Tel: (011) 628 9002
APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
NOTES: A curriculum vitae with a detailed description of duties and the names of two referees, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Suitable candidates will undergo a medical screening test.

CLOSING DATE: 20 December 2019
POST 44/133 : ASSISTANT MANAGER NURSING AREA (INFECTION PREVENTION AND CONTROL) REF NO: EHD2019/12/01
Directorate: Quality Assurance

SALARY : R562 800 – 652 437 per annum
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Degree or Diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level in Infection Prevention and Control department. Current registration with SANC. Knowledge and understanding of Nursing and OHS regulations, policies and Acts. Computer literacy (i.e. Ms Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Qualification in Infection Prevention and Control will be an added advantage.


ENQUIRIES : Ms B. Peloagae Tel No: (011) 878 8545/15
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
CLOSING DATE : 20 December 2019

POST 44/134 : DISTRICT MANAGER GRADE 2-3 (3 POSTS) REF NO: OPS/2019/17
Directorate: Emergency Medical Services

SALARY : R536 109 - R833 529. per annum (plus benefits)
CENTRE : Various District
REQUIREMENTS : ECT/CCA/N.DIP/B TECH with a minimum of 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 3-5 years in managerial experience.

DUTIES : Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation. Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management repairs and maintenance of district fleet, in line with operational targets. Plan and co-
ordinate disaster management action from an Emergency Medical perspective and arrange emergency exercises if required. Compile regular statutory reports with recommendations and make inputs on budget planning. Assisting management in Operational and infra-structure planning. Control emergency care services according to valid standards and indicators. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Authorizations of private EMS services for the entire Gauteng Province when on duty and on standby. Ensure EMS indicators are met according to prescribed targets. Ensure Sub-ordinates performance indicators are met and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district. Implement the requirement of EMS regulations at your district and ensure all ambulances are licensed by Inspectorate, for operations. Understand and ensure all staff have been trained in the new Clinical Practice Guidelines (CPG’s).Candidates to have extensive knowledge of event planning and execution, as per SASRIA Act, Mass Gathering Act and SAN 10366. Must be able to take executive decisions with Intergovernmental stakeholders on behalf of the Accounting Officer in the best interests of the Department.

**ENQUIRIES**

Mr C R Errakiah Tel No: (011) 564 2053 /2054

**APPLICATIONS**

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

**NOTE**

Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Eligible candidates will be subjected to a medical, practical and theoretical assessment. Candidates will be asked to do a 20-minute presentation, on aspects of Operations Management. Operations Management and Corporate Governance at District Level.

**CLOSING DATE**

20 December 2019

**POST 44/135**

**ASSISTANT-DIRECTOR: NUCLEAR MEDICINE RADIOGRAPHER GRADE 1**

REF NO: CHBAH 258 (x 1 POST)

**Directorate:** Nuclear Medicine

**SALARY**

R517 326 per annum (Plus benefits)

**CENTRE**

Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

Appropriate B Tech degree or National Diploma in Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Four (4) Years’ appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES**

Render effective patient centered Nuclear Medicine service for in- and outpatient’s in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance
ENQUIRIES
APPLICANTS
NOTE

ENQUIRIES
APPLICATIONS
NOTE

CLOSING DATE
POST 44/136
SALARY
CENTRE
REQUIREMENTS

CLOSING DATE
POST 44/136
SALARY
CENTRE
REQUIREMENTS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

Management and Development System (contracting, quarterly reviews and final assessment)

MS. L NKOSI TEL NO: (011) 488 3501

ENQUIRIES
APPLICATIONS
NOTE

ENQUIRIES
APPLICATIONS
NOTE

CLOSING DATE
POST 44/136
SALARY
CENTRE
REQUIREMENTS

CLOSING DATE
ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

CLOSING DATE
POST 44/136
SALARY
CENTRE
REQUIREMENTS

CLOSING DATE
ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

CLOSING DATE
POST 44/136
SALARY
CENTRE
REQUIREMENTS

CLOSING DATE
ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

CLOSING DATE
POST 44/136
SALARY
CENTRE
REQUIREMENTS

CLOSING DATE
ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

CLOSING DATE
POST 44/136
SALARY
CENTRE
REQUIREMENTS

CLOSING DATE
ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS
POST 44/137

CHIEF AUDIOLOGIST GRADE 1 (COCHLEAR IMPLANT MAPPING) REF NO: CHBAH 257 (X1 POST)
Directorate: Speech Therapy and Audiology

SALARY: R466 119 per annum (All-inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS:
- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Speech Therapy and Audiology. Degree in Speech Therapy and Audiology. 3 years’ experience in Audiology practice. Completion of short course in Additional Licensing in Cochlear Implants and experience in cochlear implant assessment and management is a prerequisite.
- If the applicant has not already obtained additional licensing in cochlear implants, then proof of acceptance into a short course in cochlear implant management in 2020 is required at the time of the interview. Knowledge of the relevant public service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written). Ability to comply with budgeting, Quality Assurance, National Core Standards, Health and Safety and Infection Control Principles. Good teamwork and problem-solving skills. Management of a team and/or program will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.

DUTIES:
- Responsible for the assessment, counselling and management of individuals who may require implantable hearing devices such as cochlear implants and bone anchored hearing devices. To carry out a broad range of audiological procedures, including diagnostic hearing assessment and hearing aid fitting of adults and paediatric patients in accordance with best practice guidelines. This role includes the implementation and review of evidence-based protocols and procedures, regular clinical monitoring of service provision and the ongoing development of services. Reportable to the Team Leader and to the Assistant Director of Speech Therapy and Audiology. Assist with Team Leader responsibilities as required. Assist the team leader with budgeting and demand plan generation. Excellent teamwork and conflict management skills. To work within a multidisciplinary team within professional boundaries. To supervise, develop, train and monitor the performance of team members in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service Policies and Acts. Participate in conflict management and implement corrective measures and all governing departmental policies. Must be a team player within the department and institution. Adhere to and ensure compliance with HPCSA Legislation. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

ENQUIRIES:
- Dr. S. Balton Tel No: (011) 9339269/5

APPLICATIONS:
- should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE:
- No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability.
of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Please Take Note That Public Service/Government Jobs Are Not For Sale.

**CLOSING DATE** : 20 December 2019

**POST 44/138** : OPERATIONAL MANAGER NURSING -GENERAL GRADE 1 (PNA5) REF NO: OMNUR/SRH/173/19
**Directorate:** Nursing

**SALARY** : R444 276, per annum (Plus benefits)

**CENTRE** : South Rand Hospital

**REQUIREMENTS** : Diploma/degree in general nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a professional nurse. A minimum of 10 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. At least 3 years of the above period referred to must be experience at a quality assurance level. Have the ability to analyse complex information relating to areas of operation and to transform that into user-friendly report and assessment. Have ability to prioritize issues and other related work matters and to comply with the time frames set. Have ability to work under pressure to meet deadlines. Have excellence interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel will be advantageous. Ideal Hospital Framework and a valid driver’s license will be an added advantage.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related and ethical nursing practices and how this impact on service delivery. Ensure quality clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Demonstrate basic understanding of HR, Financial and Labour relations policies and practices. Demonstrate effective communication with patients, supervisors and other health professionals. Work as part of a multidisciplinary team. Display concern for patients, promoting, advocating and facilitating proper treatment and promote patient safety. Ensure that unit adheres to Batho Pele principles. Manage and redress complaints received effectively. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display good supervisory and leadership skills.

**ENQUIRIES** : Mrs. E.K Kgomongwe Tel No: (011) 681 2018

**APPLICANT** : Applicant must quote the relevant reference number and direct the applications to South Rand Hospital, 1 Friars Hill Road, Rosettenville, or posted to Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road. NB attach Z83, recent updated curriculum vitae with three references, certified copies of all your qualifications and Identity book. Correspondence will be limited to shortlisted candidates only.

**NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification and criminal records ability checks.

**CLOSING DATE** : 20 December 2019

**POST 44/139** : OPERATIONAL MANAGER (ARV CLINIC)
**Directorate:** ARV clinic

**SALARY** : R444 276 per annum (plus benefits)

**CENTRE** : Edenvale Hospital

**REQUIREMENTS** : Requirements: Basic qualifications accredited with SANC in terms of Government Notice R425 (Diploma/ Degree in nursing that allows registration with the SANC as a Professional Nurse). A minimum of 7 years work experience in Nursing after registering as a Professional Nurse with Nursing Council. At least some of those years should be work experience in general wards. Certificate in computer Microsoft office (Word, PowerPoint, Excel, Outlook, OneNote, Access, Publisher, SharePoint). Knowledge of Tier. Net is highly recommended.

**DUTIES** : Ensure effective implementation of TB/HIV coordination in line with HAST Strategic Plan (90 90 90) strategy. Ensure smooth integration of TB/HIV
services. Work with the TB district coordinators. Do ward rounds. Ensure identified cases are on appropriate treatment before they are discharged from the units. Manage referral systems. Have TB and HIV management knowledge. Manage allocated staff under his/her role. Implement Quality Assurance for the TB/HIV related services. Collect specimens to the laboratory. Ensure availability of TB/HIV learning materials and Policies. Develop and provide training for patients and internal staff members. Attend relevant meetings and training. Implement TB/HIV program changes according to National Guidelines and Standard of Operations. Manage defaulters and patients with uncontrollable viral loads. Manage data capturing, compilation and validation of statistics. Compile reports in required formats.

ENQUIRIES
APPLICATIONS: Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

NOTE: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months.

CLOSING DATE: 20 December 2019

POST 44/140: TRANSPORT OFFICER REF NO: ADM/2019/04 (2 POSTS)
Directorate: Emergency Medical Services

SALARY: R257 508 per annum (Level 7) (plus benefits)
CENTRE: Ekurhuleni District
REQUIREMENTS: An appropriate degree/diploma/Certificate in Transport Management/Grade 12 and 5 years with extensive experience in fleet management. Valid driver's Code. EC1 or above. Knowledge of the principles and practices of fleet management. Management planning and control strategies, conflict management strategies. The practices, standards and procedures and tools used in automotive and truck maintenance industry. Mechanical techniques in the maintenance and repair of vehicles and equipment (Candidate to have the mechanical background /knowledge). User and applications of computerized information. Management systems for data collection, storage, analysis, and evaluation and report generation purpose for vehicle maintenance and repair history. Operation, maintenance and repair of vehicles, fleet, financial management and departmental policies. Supervisory methods and techniques.
DUTIES: Management and maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in diagnosing the vehicles before and after it is taken for repairs. Compile and maintain the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timeously and regularly. Manage accident, trip authorizations, reconcile reports etc. Coordinate monthly transport expenditure and compile monthly reports. Perform standby duties as outlined by the chief Directorate. Supervise sub-ordinate. Perform any other duties as delegated by the supervisor.

ENQUIRIES
APPLICATIONS: Addressed to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685
NOTE: Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.
CLOSING DATE: 20 December 2019.

POST 44/141: ADMIN OFFICER REF NO: TMRH/AO-01 (X1 POST)
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, Asset and warehouse management (Gauteng Provincial Assets Management Certificate will be an added advantage) or Grade 12 with
minimum 5-10 years’ unbroken extensive experience in Demand, Acquisition, Asset 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. Initiative and inter-personal skills. Highly motivated, results-orientated and have the ability to plan. Working knowledge of CSD, BAS, SAP and SRM. Proven computer literacy is essential. Ability to work under pressure and a valid driver’s license is required.

**DUTIES**

To receive the assets during delivery, ensure proper and safety storage of the assets, bar-coding of the assets dispatched to the right end-user, capturing received assets and weekly reporting of acquisition of assets, correct classification of assets in accordance with Government International Economic Reporting Standards (GIERs), General Recognized Accounting Practice (GRAP) and GAAP, SCOA, balancing the Assets Register (AR), Perform sporadic/spot-checks in difference areas, Compilation of inventory check list for each end-user, draft assets verification plan, conduct mid-year and annual physical assets verification, reconcile the physical assets against the Assets Register, report any discrepancies and investigate them, compile a formal report for executive. Comply monthly assets Reconciliation, Ensure submission of the Monthly Reconciliation on time to Head Office. Ensure that official Pass-out is generated for any transfer of Assets, Compile Annual Schedule for Disposal meetings, Assist in chairing of the Disposal Committee and maintaining of the assets conditions and promote effective timeous reporting of damage assets. Ensure safe disposal of various assets in line with Environmental Health Standards as well as working with the Infection/Environmental Control Team. Drafting of internal memorandum, clearing of unresolved misallocations, Assist in evaluating lifespan of the tools of trades before they leave and recoup all assets not accounted for by any officials and previously allocated gadgets, Assist the ICT Team to keep record of all leased assets in a proper register and ensuring that all donations in the form of assets are accounted for and disclosed, record them into the Hospital Assets Register. 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.

**ENQUIRIES**

Ms. N. Ndimande/Ms. O. Maboea/Tel No: (010) 345 0971

**APPLICATIONS**

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

**CLOSING DATE**

20 December 2019
**POST 44/142**

**DATA CAPTURE REF NO:** ADM/2019/05

Directorate: Emergency Medical Services
Re -advertisement those who applied previously they need to re-apply

**SALARY**

R257 508 per annum (plus benefits)

**CENTRE**

Sedibeng

**REQUIREMENTS**

Grade 12 certificate or equivalent qualification plus 5 years relevant experience or National Diploma or equivalent qualification with Health Science /Maths/Statistics/Computer Science as a major and three years relevant experience, Knowledge and understanding of District Health Information Systems will be added as advantage computer, literacy, Analytical, numeracy, coordination and good communication skills and must have driver’s licence.

**DUTIES**

Maintenance of EMS databases in all EMS Stations Query data from the point of its origin. Ensure data quality (timeliness, completeness and validity produce analysed monthly reports for submission to EMS Head office identify information needs. Preparation of routine and ad hoc data reports and capturing of data on the WebDHIS and other systems assist with preparation of workshops/meetings. Perform ad hoc duties as assigned by immediate supervisor or District Manager.

**ENQUIRIES**

Mr. R. K Sekgobela Tel No: (011) 564 2009

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

20 December 2019.

**POST 44/143**

**ADMINISTRATION OFFICER (SUPPLY CHAIN)**

Directorate: Stores

**SALARY**

R257 508 per annum (Level 7) (plus benefits)

**CENTRE**

Edenvale Hospital

**REQUIREMENTS**

Minimum Grade 12 Certificate with at least 5 years of experience in the supply chain department or relevant post matric certificate with 3 years’ experience in supply chain department. Good communication skills, problem solving skills, writing skills and report writing etc. must have computer literacy and a proof attached. Supervisory skills will be an added advantage. Be able to work under pressure and met the deadlines of submission of the report. Good understanding of supply chain management procedures. Good understanding and experience of PFMA, PPPFA, Treasury Regulations, Supply Chain policy, Quality Assurance and Employment Equity etc.

**DUTIES**

Demand Management, Acquisitions, Logistics, Disposal, Performance and Risk. Administration of the general and special condition of the contract. Administration of contract management. Attending AG - findings. Implementation of the five pillars of supply chain. Monitoring and evaluation of the threshold values when procuring goods and services. Responsible for the filing of Admin Officer will be overall supervision of supply chain department. To approve the requisitions received from the end users. Release the shopping cards captured by the buyers. Check the outstanding orders with the suppliers. Attend queries received from the end users and suppliers. Issuing quotation numbers and invitation of price quotations. Procuring goods and services. Administering the database. Reconciliation of monthly reports. Administering the closing and evaluation of quotation received. Maintaining record keeping. Compile weekly spot check. Conduct annual stock take. Apply the FIFO Principles. Monthly meeting with staff. Admin officer will be more involved with the acquisitions, Demand plan and procurement plan, assisting with the specifications. Requesting quotations and requesting quotes. Ensure effective and efficient disposal of expired stock.

**ENQUIRIES**

Mr. W Mashiachidi Tel No: (011) 321 6114

**APPLICATIONS**

Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.
NOTE: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE: 20 December 2019

POST 44/144: CASE MANAGER
Directorate: Revenue

SALARY: R257 508. (Level 7) per annum (plus benefits)
CENTRE: Edenvale hospital
REQUIREMENTS:
Grade 12 with 5 years ‘experience and competency in ICD 10 coding is imperative. Computer literacy (MS Office Package). Knowledge and understanding of the Public Finance Management Act (PFMA), Uniform Patient Fee Schedule (UPFS), Treasury Regulations and Administrative Procedure Manual. Must have an understanding of the different patient classification’s policy framework and guidelines. Competent in ICD 10 coding. Must have good to excellent report writing skills. Ability to communicate well with people at different levels and from different back grounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the finance department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Revenue Section and Patient Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Experience in case management and PAAB will be an added advantage.

DUTIES:
Report directly to the Finance Manager. Responsible for confirmation/authorisation of medical aid patients telephonically/online for all admissions and outpatient consultations, of all private and externally funded patients within 36 hours of admission/accessing medical care within the facility. Ensure accurate ICD 10 coding and Prescribed Minimum Benefit (PMB) application to minimize claim rejections. Visit wards daily to check/identify private, foreign and medical aid patients in all business units. Responsible for filling in of charge sheet to charge all services rendered to patients and assist Billing Clerks to raise correct claim rand amount towards revenue collection. Be able to bill medical aid patients. Audit all claims for ICD 10 coding and UPFS accuracy before being submitted for payment to funders to minimise rejections. Submit monthly statistics reports on Hospital ICD 10 coding compliance of all business units to Finance manager. Ensure accurate compiling of hospital ICD 10 coding. Conform to National Core Standards requirements. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Co-ordination of provision of effective ICD 10 Coding training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof.

ENQUIRIES:
Mrs. G Meyer Tel No: (011) 321 6018

APPLICATIONS:
Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

NOTE: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE: 20 December 2019

POST 44/145: HUMAN RESOURCE OFFICER
Directorate: Human Resource

SALARY: R257 508 per annum. (Level 7) (Plus benefits)
CENTRE: Edenvale General Hospital & Laundry
REQUIREMENTS:
Grade 12 with at least five years of experience as HR clerk in the hospital or relevant three-year Degree/Diploma with at least three years HR experience. A person must be dynamic and flexible as he/she will be dealing with sensitive issues and taking critical and uncompromising decisions. Be people oriented.
Must be able to report directly to the supervisor/s without deviation and understand the professional ethics of HR office. Must be computer literate. Must be willing to sign confidential forms. Must have at least introduction to personal training and computer literate (proofs to be attached)

**DUTIES**

Manage HR practitioners and make sure they are contracted in terms of PMDS. Implement either consequence management where necessary. Orientate new staff members and train staff where necessary. Attend internal and external meetings and give report back to HR personnel. Be able to work under severe pressure. Be able to implement Batho Pele Principles within the Office of HR. Implement pension administration, remuneration and employee benefits, Leave and Ill-health Retirement (PILIR), Injury-on-duty, overtime, housing allowances, appointments, GEPF implementation, PERSAL and establishment administration. Be willing to implement all issues relating to HR and take minutes during HR meetings.

**ENQUIRIES**

MR. J.M Rampheri Tel No: (011) 321 6109

**APPLICATIONS**

Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

**NOTE**

Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

**CLOSING DATE**

20 December 2019

**POST 44/145**

**CHIEF ADMIN CLERK**

Directorate: Administration

**SALARY**

R257 508 per annum (Level 7) (plus benefits)

**CENTRE**

Edenvale Regional Hospital

**REQUIREMENTS**

Minimum qualification Grade12 with 5 years administration experience or Diploma/Degree in Public Administration with minimum of 3 years administration experience. Computer literacy and proof attached. Complex problem solving. Communication and reports writing skills. Ability to work independently yet function optimally as part of a dynamic team. Ability to take popular and unpopular legitimate decisions. Knowledge of ideal hospital. Shirt worker (night, weekend and public holidays)

**DUTIES**

Supervise and provide leadership to subordinates working at night, public holidays and weekends. Monitor the following section: Patient Admin, Porters, Cleaners, Switchboard, Drivers, Security, and Laundry. Ensure resources are allocated to night duty staff for execution of task. Monitor the allocation of staffing and attended registers. Take rounds to critical areas such as Accident and emergency, maternity and x-ray. Write reports on incident happened. Effective management of conflicts and grievances and maintain the discipline in all components. Be able to work during the day if requested.

**ENQUIRIES**

Mr. JM Segabutla Tel No: (011) 321 6078

**APPLICATIONS**

Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

**NOTE**

Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

**CLOSING DATE**

20 December 2019

**POST 44/147**

**ADMIN OFFICER (HOUSEKEEPING) REF NO: JUB 13/2019**

Directorate: Admin and Logistics Management

**SALARY**

R257 508 per annum (Plus Benefits)

**CENTRE**

Jubilee District Hospital

**REQUIREMENTS**

Grade 12 or equivalent 2 Years office work required computer competency certificate. 5 Years working experience in housekeeping required. Good verbal & written communication skills. Interpersonal relations. Teamwork. Planning and organization relation. Police clearance certificate required.

**DUTIES**

Report writing knowledge of PILIR service ACT. Allocate and ensure quality of work. Apply discipline. Assess staff performance. Maintain a leave register for component. Keep and maintain the attendance register of the component. Maintain and keep control of stock levels of cleaning material and equipment’s.
Determining roasters, shift schedules and overtime. Allocate duties to cleaners/housekeepers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Assess the hygiene situation of buildings and detect current and potential problems. Ensure adherence to infection Control and Hygiene regulation. Overse housekeeping services. Willing to work overtime when is required. Perform other additional duties as assigned by supervisor.

ENQUIRIES
MR T.T Makhudu Tel No: (012 717 9385)

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

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

CLOSING DATE
20 December 2019

POST 44/148
SENIOR FINANCIAL CLERK REF NO: MSD2019/11/03 (X 1 POST)
Directorate: Finance

SALARY
R257 508 per annum (Level 7) (plus benefits)

CENTRE
Medical Supplies Depot

REQUIREMENTS
Grade 12 plus a National Diploma/Degree in Accounting or Finance related Qualifications with 1 - 3 years relevant experience in Finance, OR Grade 12 with 3 -7 years’ experience in Finance. Computer literacy, in particular spread sheet applications (Excel). Good verbal and written communication and interactive skills. Knowledge of BAS and MEDSAS system will be an added advantage.

DUTIES

ENQUIRIES
Mrs M Ngomane, Tel. No: (011) 628 9019

APPLICATIONS
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal Record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to Security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE
20 December 2019

POST 44/149
LABOUR RELATION OFFICER REF NO: MSD2019/11/04 (X 1 POST)
Directorate: Human Resource Management

Re-Advertisement: Applicants who previously applied are encouraged to reapply

SALARY
R257 508 per annum (Level 7) (plus benefits)

CENTRE
Medical Supplies Depot

REQUIREMENTS
A relevant 3- years’ tertiary qualification in HRM with a minimum of 3 years’ experience in Labour Relation or Grade 12 qualification with 3 – 5 demonstrable experience in Labour Relation in the public Services. Knowledge of Misconduct Management, Grievance Management, Collective bargaining, Dispute resolution and other relevant legislations applicable within the public sector. Verbal and Written communication skills. Report writing skills. Be able to work independently. Conflict management computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be added advantage. Basic knowledge of employee Health & Wellness programmes will be an advantage.

DUTIES
write reports inter-alia Misconduct report s and Grievance reports. Investigate allegations of misconduct and/ or grievance. Be able to draft charge sheets, prepare witness and represent the Employer in disciplinary and/ or grievance
hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for managers, supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of code of conduct. Support and/or advice management on progressive discipline. Be a link between management and recognised labour unions. Facilitate and chairing Bi lateral and multi-lateral meetings within the institution. Provision of advice to employee and management on labour relations matters. Write reports on EAP (EHWP) programmes and help in facilitation of events thereof.

ENQUIRIES: Ms G.S Mbokaza, Tel No: (011) 628 9012
APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE: 20 December 2019

POST 44/150: OCCUPATIONAL THERAPY TECHNICIAN GRADE1 REF NO: EHD2019/12/02 (1 POST)
Directorate: Rehabilitation

SALARY: R210 567 – R240 762 per annum
CENTRE: Tsakane Community Based Rehabilitation Centre
REQUIREMENTS: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. HPCSA registration certificate and current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver’s license is essential. Interest in working in a community-based rehabilitation setting. Good communication skills (verbal and written) and customer care orientated. Ability to work in a multi-disciplinary team and in a changing environment.

DUTIES: Render comprehensive occupational therapy technical services within the clinic and in the community setting in line with the scope of practice. Provide optimal and evidence-based community rehabilitation services to clients. Do outreach to the surrounding NGO’s and screening for ECI (Early childhood intervention). Conduct health promotion and prevention of disability campaigns in collaboration with other stakeholders. Conduct home visits to clients and follow-up visits for specific interventions. Participate in community mapping and development of referral structures for the benefit of all community members including people with disabilities. Engagement with relevant key stakeholders such as ward councilors, etc. Participate in continuous professional development activities. Perform and complete administrative functions including data compilation and monthly report submissions. Advocate for people with disabilities and underprivileged community groups. Establish sustainable support groups in the community and within the clinic.

ENQUIRIES: Ms K.R Maluleke/Ms M.A Masipa Tel No: (011) 876 - 1776
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager
NOTE: Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 20 December 2019

POST 44/151: ADMINISTRATION CLERK REF NO: REFS/004797
Directorate: Patient Administration

SALARY: R173 703 per annum (Plus benefits)
CENTRE: Tara the H. Moross Centre, Sandton
REQUIREMENTS: Grade 12 or equivalent with 1 or more years of relevant experience in a hospital environment. Must be computer literate (with certificate) and knowledge of PAAB system. Ability to handle confidential information. Good telephone
etiquette, interpersonal and communication (written and verbal) and numerical skills. Must understand Batho Pele principles, Patients’ Rights and good customer service.

**DUTIES:**

- Opening, retrieval, filing and safe keeping of patient records and their documents at Outpatient department (OPD).
- Accurate capturing and updating of patient data on PAAB.
- Accurate classifications of patients.
- Ensure all patient visits are registered on PAAB. Follow up on outstanding patient fees.
- Daily cash up and banking to main cashier.
- Compliance to Downtime processes.
- Confirmation of available funds with medical aids before consultations.
- Reconciliation of TPH01 and TPH02 to PAAB.
- Be able to Adhere to departmental policies and procedures.
- Perform other lawful duties as delegated by the supervisor.

**ENQUIRIES:**

- Mr. G. More Tel No: (011) 535 3063

**APPLICATIONS:**

- must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No.50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za

**Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.**

**CLOSING DATE:**

- 20 December 2019

**POST 44/152:**

- HUMAN RESOURCE CLERK

  **Directorate:** Human Resource

  **SALARY:**

  - R173 703 per annum (Level 5) (plus benefits)

  **CENTRE:**

  - Edenvale General Hospital & Laundry

  **REQUIREMENTS:**

  - Grade 12 with at least two years of experience as Admin clerk in the hospital or three-year Degree/Diploma with at least one year of HR intern experience.
  - HR experience will be an added advantage. Must be computer literate and a proof attached. A person must be dynamic and flexible as he/she will be dealing with sensitive issues and taking critical and uncompromising decisions.
  - Be people oriented. Must be able to report directly to the supervisor/s without deviation and understand the professional ethics of HR office. Must be computer literate. Must be willing to sign confidential forms.
  - Be able to work under severe pressure. Be able to implement Batho Pele Principles within the Office of HR. Implement pension administration, remuneration and employee benefits, Leave and Ill-health Retirement (PILIR), injury-on-duty, overtime, housing allowances, appointments, GEPF implementation, PERSAL and establishment administration. Be willing to implement all issues relating to HR and take minutes during HR meetings.

  **ENQUIRIES:**

  - Ms. R Marakalala Tel No: (011) 321 6197

  **APPLICATIONS:**

  - Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand-delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

  **NOTE:**

  - Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months.

  **CLOSING DATE:**

  - 20 December 2019

**POST 44/153:**

- STAFF NURSE GRADE 1 (WBOT) REF NO: EHD2019/12/03 (2 POSTS)

  **Directorate:** Primary Health Care

  **SALARY:**

  - Grade 1 R171 381 – R192 879 per annum (plus benefits)

  **CENTRE:**

  - Ekurhuleni Health District (SSDR)

  **REQUIREMENTS:**

  - Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays.
  - Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.

  **DUTIES:**

  - Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Be able to participate in
campaigns. Facilitation of training and mentoring of Community Health Care Workers (CHWs). Supervision of Community Health Care Workers. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. To have knowledge of WBOT. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES
APPLICATIONS : Ms P. Motshle Tel No: (011) 88 - 8550
FOR ATTENTION
NOTE : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
CLOSING DATE : 20 December 2019
POST 44/154 : AUXILIARY WORKER REF NO: MSD2019/02/05 (X 8 POSTS)

DIRECTORATE: warehouse
SALARY : R145 281 per annum (Level 4) plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 certificate including Mathematics as a subject. Knowledge and experience in the Pharmacy sector will be added advantage. Warehouse experience and computer literacy will be an advantage.
DUTIES : Receiving stock from suppliers. Offloading trucks and moving stock into the appropriate quarantine area. Moving of stock to stores and packing stock on correct shelves. Assist with packing rolltainers and moving these to the dispatch area. Ensure that medicine is received; stored and dispatched as per SAHPRA and Pharmacy council regulations. Must be willing to undergo training as per legislation.
ENQUIRIES
APPLICATIONS : Ms K Dheda, Tel.No: (011) 628 9183
NOTE : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
CLOSING DATE : 20 December 2019
POST 44/155 : AUXILIARY WORKER 4 REF NO: MSD2019/02/06 (X 2 POSTS)

Directorate: Pre-Pack
SALARY : R145 281 per annum (Level 4) plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 with mathematics as one of the subjects passed, minimum requirements for enrolment to the training as a pharmacist assistant basic. Candidate must have basic Knowledge and Experience in Pharmacy Sector and computer fundamentals. Experience in the pharmacy environment will be an added advantage.
Prepacking warehouse and Cubicles/Repacking daily Temperature and Humidity.

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**NOTE**

Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**ENQUIRIES**

Ms L Chiloane, Tel.No: (011) 628 9102

**CLOSING DATE**

20 December 2019

**POST 44/156**

**AUXILLIARY WORKER REF NO: MSD2019/02/07 (X 1 POST)**

Directorate: Logistical support

**SALARY**

R145 281 per annum (Level 4) plus benefits

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**

Grade 12 with relevant experience in storekeeping. Code 8 driver’s licence will be added advantage. Good communication skills. Must be able to work under pressure. Deadline orientated. Must be computer literate.

**DUTIES**

Responsible for the receiving and issuing of stock in Store 17 General store. Monthly sample stocktake, updating of bin cards, bi-annual stocktake and investigation on discrepancies. Follow up of outstanding orders. Safekeeping of all documents. Assist with barcoding and movement of assets. Safekeeping of assets in the Store. Control measures on protective clothing issued to staff. Be able to assist in performing messenger’s duties required by the supervisor.

**ENQUIRIES**

Mr G Romain, Tel No: (011) 628 9009

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**NOTE**

Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE**

20 December 2019

**POST 44/157**

**PROPERTY CARE TAKER REF NO: JUB 14/2019**

Directorate: Admin and Logistics Management

**SALARY**

R102 534 per annum (Plus Benefits)

**CENTRE**

Jubilee District Hospital

**REQUIREMENTS**


**DUTIES**

cultivate garden areas. Prepare soil to plants. Maintain flowers 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, wood refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Comply with Performance Management and Development Policy.

**ENQUIRIES**

MR T.T Makhudu Tel No: (012) 717 9385

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

20 December 2019
### POST 44/158: FOOD SERVICES AID REF NO: REFS/004800

**Directorate:** Logistic and Support Services

**SALARY:** R102 534 – R120 780. per annum (Plus benefits)

**CENTRE:** Tara the H. Moross Centre, Sandton

**REQUIREMENTS:** Minimum qualification Grade 10-12 Ability to read and write. Good interpersonal relations and communication skills. 1-2 years’ experience in hospitality, appropriate knowledge of food preparation and serving must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Prepared to work shifts (weekends and public holidays). Must be prepared to rotate to different areas within the food service unit/wards. Must be familiar with Batho Pele Principles as well as Six Key Ministerial priorities in terms of National Core Standards. Be willing to perform all general work related to food service as delegated by the manager/supervisor.

**DUTIES:** Perform routine task in the food service unit/ward and maintain hygiene. Safety measures in the unit/ward allocated. Be punctual, willing to undergo continuous training. Be able to work under stressful conditions, to wash patients dishes, food trolleys and clean all kitchen equipment including crockery and cutlery. Dishing up food for the patients according to portion control and diet prescription. Transporting food trolley from the kitchen to the wards and vice versa. Prepare and serve Tea and Coffee to the patients. Preparing meals and plating food as requested by supervising employee. Prepare simple meals such as salads or desserts. Help cooks with food preparation duties for the day by cutting, peeling, or slicing as needed. Cleaning the site and dining area by picking up trash, clearing and washing plates and dishes, and wiping down tables as needed. Adhere to food safety standards at all times, making sure that all food is free of contaminants and pathogens that might make patients sick. Clean pots, pans, and any other dishes in the food service unit/wards as needed. Adhering to safety and sanitation standards at all times.

**ENQUIRIES:** Ms. A Makumule Tel No: (011) 535 3051/2

**APPLICATIONS:** must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No.50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address

**CLOSING DATE:** 20 December 2019

### POST 44/159: SECURITY GUARD REFS NO: HRM 101/2019

**Directorate:** Administration and Logistics

**SALARY:** R102 534 per annum plus benefits

**CENTRE:** Steve Biko Academic Hospital

**REQUIREMENTS:** Matric/Grade 12 Certificate with a minimum of 10 years’ experience as a security guard in a formal environment. Grade 10/Abet level 2 certificate with a minimum of 16 years’ experience as a security guard in a formal environment. 10 years’ experience in the field of security. New grade C Psira registered certificate. Good report writing skill (candidates will write a tests report). Good English communication skill. Computer Literacy will be added as an advantage. Knowledge of Health and Safety Act and fire prevention. Knowledge and understanding of security legislations including MISS. Willingness to work shifts and extended hours. Fire arm competency certificate. SAPS clearance certificate will be an advantage.

**DUTIES:** Execution of access and egress control of staff, visitors and assets. Report all security breach to the security manager. Day/night supervision of contract security. Report all defects of OHS and facilities to relevant management. Patrol the hospital premises and give verbal and written reports. Investigate incidents reported and give feedback to clients. Tracking for lost patients/visitors and fetching them at home if absconded. Maintain cleanliness of registers and update them accordingly. Assist in vehicle traffic control and parking management. Restraining of violent patients and escorts to different health institutions. Escorts of contractors around premises of SBAH. Escorts of doctors and nurses around the premises and to their residence. Record and safe lock fire arms of visitors and staff. Conduct parcel searching through scanning machine and body search using metal detectors at points of entry/exits. Clamping of illegal or wrongful parked vehicles within premises.
ENQUIRIES  :  Mr. M. F Monama Tel No: (012) 354 1421
APPLICATIONS  :  Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE  :  23 December 2019

PROVINCIAL TREASURY

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

APPLICATIONS  :  Applications should be submitted at Gauteng Provincial Treasury: Ground Floor, Inhumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE  :  20 December 2019
NOTE  :  Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Furthermore, certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than three (3) months old) must be attached. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship, credit record, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s).

GPT also reserves the right not to continue to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed 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. Please indicate reference number on the Z83 form.

MANAGEMENT ECHELON

POST 44/160  :  DIRECTOR: PROCUREMENT REF NO: GPT/11/03
Directorate: Provincial Supply Chain Management
(5 Year Fixed Term Contract)

SALARY  :  R1 057 326 per annum (all- inclusive package)
CENTRE  :  Johannesburg
REQUIREMENTS  :  An NQF Level 7 as recognized by SAQA in Business Management/Supply Chain Management/Financial Accounting/Legal qualification. 5 -10 years’ experience at middle/senior management level. 5 years or more of experience in Supply Chain Management field.
DUTIES  :  Manage and maintain accurate and complete Electronic Catalogue; Ensure correct usage of material master by departments; Provide tender administration services to GPG Departments; Ensure that all tenders advertised comply with the relevant prescripts; Ensure safe custody of the...
tender documents; Manage Customer relationships; Management of staff and financial resources.

ENQUIRIES : Ms Bulelwa Mtshizana, Tel No: (011) 227-9000

OTHER POSTS

Directorate: Financial and Management Accounting

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Degree in Financial Accounting (NQF Level 7) as recognised by SAQA. 3-5 years’ experience in Financial Accounting at supervisory/management (ASD) level.
DUTIES : Manage the revenue collection, expenditure management and financial accounting function. As part of revenue management responsibilities, ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Ensure that payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed (Payment Function). Provide financial administration and accounting services journals, accounting and reporting (Interim and annual Financial statements). Manage the resources of the sub-directorate, including planning and allocation of work, the maintenance of discipline and the quality control of work delivered by its employees.

ENQUIRIES : Mr Sihle B Hlomuka Tel No: (011) 689 6897

POST 44/162 : ASSISTANT DIRECTOR: CORPORATE COMMUNICATIONS REF NO: GPT/11/05
Directorate: Corporate Services

SALARY : R376 696 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Public Relations/Marketing/Communication and/or related field at NOF Level 6 as recognized by SAQA. 3 – 5 years’ experience in Marketing/Advertising/Journalism/Public Relations
DUTIES : To assist in the management and coordination of Corporate Communications Services in the Department. Develop, coordinate and market internal communication programmes, activities and campaigns. Develop and manage internal publications. Manage reception and switchboards services

ENQUIRIES : Ms Tshiamo Sokupha Tel No: (011) 227-9000
ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

“This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.”

OTHER POTS

POST 44/163 : MEDICAL SPECIALIST: REF NO: GJGMR 39/2019 (X1 POST)
Component: Radiology

SALARY : Grade 1: R1 106 040 per annum (all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance)
          Grade 2: R1 264 623 per annum (all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance)
          Grade 3: R1 467 651 per annum (all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance)

CENTRE REQUIREMENTS : 
Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Specialist in Radiology plus, One (1) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 2: Minimum Requirements: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professionals Council of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Radiology Six (6) years relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 3: Minimum Requirements: A tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus, Ten (10) years post registration experience as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Knowledge, Skills and Competencies: Sound knowledge and experience of procedure in Radiology. Good verbal and written communication skills and interpersonal skills. Sound teaching and supervisory abilities. A concern of excellence. The ability to function in a multi-disciplinary team.

DUTIES : To ensure an optimal Radiology service is provided. Development of management protocols/policies for the department. Organize, prepare and chair interdepartmental clinical Radiology meetings. Provide outpatient, inpatient clinical services and referral services. Assist with quality improvement imperatives including clinical audits (Morbidity and Mortality reporting and reviews, clinical documentation audits etc) and continuous development activities. Participate in the training of registrars and promote ongoing staff development in accordance with individual and departmental needs. Provide outreach and support to District hospitals in Ilembe District. Maintain satisfactory clinical, professional and ethical in the department. To perform compulsory commuted overtime in line with hospital needs and current departmental policy.

ENQUIRIES : Dr TP Mabesa (Manager Medical Services) Tel No: (032) 437 6002
APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR Hospital, Private Bag x10609, Stanger 4450
FOR ATTENTION NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form.
Z83 e.g. GJGMR 39/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 27 December 2019

**POST 44/164** : MEDICAL SPECIALIST (GRADE 1, 2, 3) REF NO: GS 81/19
Component – Paediatrics

**SALARY** :
Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

**CENTRE** : Greys Hospital: PMB Metropolitan Hospital Complex

**REQUIREMENTS** :
MBCHB OR equivalent qualification Plus FC Paeds (SA) OR equivalent and Current Registration with Health Professions Council of South Africa as a Medical Specialist in Paediatrics Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Recommendations: Three (3) years or more experience as a Paediatrician as this will be recognised as an advantage during the short-listing and interview stages. Candidates with recognized Paediatrics Sub-specialist qualifications in line with current demands are encouraged to apply as this will be recognized as an advantage during the short-listing and interview stages.

**DUTIES** :
Will cover clinical care, scholarship, professionalism, governance, administration and management and project(s.) Participate in the provision of 24-hour in- and outpatient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey’s and/or Edendale Hospital) as deemed necessary for patient care. This will include generalists working in sub-specialist areas, and vice versa; i.e. sub-specialists working in generalist areas. Participate in the departmental Outreach program to the catchment area Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s. Assist with the administration of a component of the Paediatrics Department in Pietermaritzburg Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health Assist and participate in research activities as defined within the department

**ENQUIRIES** : Dr B.L. Dhada Tel No: (033) 897 3264

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

**FOR ATTENTION** : Mrs. M. ChandulaL
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 81/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

African Males Are Encouraged to apply

CLOSING DATE: 20th December 2019

POST 44/165: MEDICAL SPECIALIST (GRADE 1, 2, 3) REF NO: GS 79/19 (X2 POSTS)
Component: Oncology

SALARY:
Grade 1: R 1 106 040 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Committed overtime which is subject to the needs of the department. Incumbents will have to sign the committed overtime contract form
Grade 2: R 264 623. per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Committed overtime which is subject to the needs of the department. Incumbents will have to sign the committed overtime contract form
Grade 3: R 467 651 per Annum ( all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Committed overtime which is subject to the needs of the department. Incumbents will have to sign the committed overtime contract form

CENTRE REQUIREMENTS:
MBChB or equivalent, FCRad Onc (SA) and/or MMED Current Registration with HPCSA as a Specialist Oncologist Registrars who have completed their training may also apply – their appointment will be subject to final specialist registration with the Health Professions Council of South Africa
Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 4: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendation Knowledge, Skills, Training and Competency Required: Sound knowledge of medical oncology, including appropriate and rational prescribing of chemotherapeutic agents and biologicals In-depth theoretical and practical understanding of radiotherapy including its prescription, contouring, plan evaluation and revision Comprehensive understanding of palliative care and its application in oncology Good clinical decision-making and communication skills. Ability to undertake teaching and training of students and Staff as required Knowledge of basic ethical and academic research principles. Detailed and accurate patient record-keeping Administrative skills to ensure efficient running of a unit Good verbal and written communication skills Interpersonal skills - ability to communicate professionally with staff, students and patients; Conduct oneself in a professional manner at all times; display sound ethical values; apply Strong work ethic and to work with commitment individually as well as within a team Interest in conducting and supervising research

DUTIES:
Control and management of clinical services as delegated by the Head Clinical Unit. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct and oversee out-patient specialist clinics (both new and follow-up) and provide exert opinion where required. Participate in multi-disciplinary teams Prescribe radiotherapy, contour volumes, evaluate and revise radiotherapy plans (definitive and palliative) Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her supervision. Provide supervision, teaching and mentorship to medical officers,
registrars, nursing staff and radiotherapists Play an active role in the
departmental academic programme Involvement in administration and
management of the unit, including attendance of meetings, day-to-day
administrative tasks and strategic planning Assist with the maintenance of
good clinical governance Assist in the development of guidelines and protocols
Ensure timeous submission of statistics and other information as requested by the HCU

ENQUIRIES : DR L. Stopforth Tel No: (033) 8973222
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 79/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged to apply.

CLOSING DATE : 20 December 2019
POST 44/166 : DEPUTY MANAGER: NURSING GRADE 1 REF NO: HRM 60/2019 (01 POST)
Directorate: Nursing

SALARY : Grade 1: R843 618 – R949 482 per annum. (All inclusive salary package)
CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : Basic R425 qualifications (ie. Diploma or degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse, Current registration with SANC as a Professional nurse, A minimum of 9 years appropriate/recognizable experience in Nursing after registration with SANC in General Nursing, At least 4 years of the period referred to above must be appropriate/recognizable experience at management level Recommendation: Computer Literacy Valid Code EB Driver's License (08) Knowledge, Skills, Training And Competencies Required: In depth knowledge and understanding of Health Related Acts, Nursing Regulations, Guidelines and Labor Relations policies, Good communication, Negotiation, report writing, Change management, Operations Planning and Organizing skills, Competence in computer and technology use, particularly Outlook/Emails, Power Point presentations, Excel Spreadsheet and Word Documents programs

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing service division, Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs, Advocate and ensure the promotion of nursing ethos and professionalism, Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care, Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery, Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care, Manage and utilize resources in accordance with relevant directives and legislation

ENQUIRIES : Dr. T. Mayise Tel No: (031) 360 3015
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational
qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 20 December 2019

POST 44/167: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: GS 80/19

Component – Dermatology

SALARY:
Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum

All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus commuted overtime which is subject to the needs of the department (incumbent will have to sign the relevant contract form annually)

CENTRE:
Greys Hospital, Pietermaritzburg

REQUIREMENTS:
MBCHB Degree plus Current registration with the Health Professional Council of South Africa as a Medical Practitioner by the time of appointment
Recommendation: Experience in Dermatology a documented specific interest in Dermatology ACLS course completed (current valid certificate) Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics

DUTIES:
Medical care of patients: Dermatology – This is a post for care of out- and in-patients with dermatological conditions. Rotations through other medical sub-disciplines may be required, depending on the relative needs of the Departments of Dermatology and Internal Medicine. Level of care required – Medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Overtime requirements – After-hours work in the Departments of Internal Medicine and/or Dermatology will be required, depending on the needs of the Departments of Dermatology and Internal Medicine. Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health facilities, which may include rotations in Dermatology at facilities within the Pietermaritzburg metropole. Outreach Dermatology services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management
etc. Service logistics – assist in administrative aspects of running the Department of Dermatology and/or Internal Medicine e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional

ENQUIRIES : DR A.V. Chateau: Tel No: (033) 897 3177
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department or website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 80/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged To Apply.

CLOSING DATE : 20 December 2019

POST 44/168 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 76/2019
Psychiatry Department

SALARY : Grade 1: R821 205 per annum All inclusive salary packages
Grade 2: R938 964 per annum All inclusive salary packages
Grade 3: R1 089 693 per annum All inclusive salary packages
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence,

DUTIES : Provision of quality patient centred care for all patients in the hospital and satellite facilities. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care of individual patients to allow for continuity of care including ward rounds and clinics visit. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programmes which includes clinical governance and national core standards. Ensure that cost-effective
service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform other duties as assigned by the Supervisor or other senior official.

**ENQUIRIES**  :  Dr P.D Milligan Tel No: (072) 235 6480

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

**FOR ATTENTION NOTE**  :  Mr. M.P Zungu

**NOTE**  :  Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is 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 wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**  :  20 December 2019 (Late applications will not be accepted)

**POST 44/169**  :  MEDICAL OFFICER (ANAESTHETICS) GRADE 1-3 REF NO: PMMH/MO/ANAES/03/2019 (X3 POSTS)

**SALARY**  :  Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 - R1 3 62 366 per annum (all-inclusive package)
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) /the incumbent in the post would be required to enter into performance contract for commuted overtime.

**CENTRE REQUIREMENTS**  :  Prince Mshiyeni Memorial Hospital – Anaesthetics

MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Experience: Medical Officer **Grade 1**: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year’s registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Community Service doctors who are completing their service may also apply however the appointment of successful applicants will
be subject to the provision of proof of HPCSA registration. Knowledge, Skills, Training and Competencies: Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach; guide junior staff within the department.

**DUTIES**

Key Performance Areas: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits; participate in academic meetings. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

**ENQUIRIES**

Dr RJ Ramjee Tel No: (031) 907 8132

**APPLICATIONS**

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

**FOR ATTENTION**

Mrs J Murugan

**NOTE**

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

**CLOSING DATE**

20 December 2019

**POST 44/170**

**DEPUTY DIRECTOR: HRM SALARY REF NO: NGWE 77/2019**

Human Resource Management Services

**SALARY**

R733 257 – R863 748 per annum (Level 11) All inclusive salary packages per annum (this inclusive package consist of 70%/75% basic salary and 30%/25% flexible portion that can be structured in terms of applicable rules)

**REQUIREMENTS**

National Diploma or Degree in Human Resource Management or Public Administration. A minimum of 3 years managerial working experience in field of Human Resource Management Services, valid drivers, Strategic and Operational Planning Skills. Broad knowledge of HR Practices, HR Development and Planning, Employee Relations and Employee Health and Wellness Services. Excellent managerial, facilitation, communication and interpersonal skills, Expert knowledge of legislative and policy framework informing the areas of operation. Ability to work in a multi-disciplinary team at a senior managerial level. Ability to prioritize the issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerized personnel and salary systems (PERSAL) and Microsoft packages. Problem solving skills, good communication and interpersonal skills.

**DUTIES**


**ENQUIRIES**

Dr BS Madlala Tel No: (035) 901 7105

**APPLICATIONS**

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

**FOR ATTENTION**

Dr BS Madlala
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is 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 results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE: 20 December 2019 (Late applications will not be accepted)

POST 44/171: OPERATIONAL MANAGER NURSING: SPECIALITY: REF NO: NGWE 78/2019
Psychiatry Department

SALARY: R562 800 (Grade 1) Per annum Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS: Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Psychiatry Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience in Psychiatry Unit after obtaining post basic qualification in Psychiatry Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills

DUTIES: Provide effective and professional leadership within the Psychiatry inpatient and outpatient unit by improving efficiency and the provision of quality care & good governance. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and safety Act, Mental Health Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professional and junior colleagues including complex report writing as required. Display a concern of patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Bathopele. Develop and implement quality assurance programmes, policies, operational plan, standard operating procedures and guidelines for the unit. Manage adverse events and patient complaints. Manage & supervise effective utilization of all resources e.g human, financial material. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Manage own work and that of junior colleagues. Monitor health indicators, risk factors and develop plan of action for gaps identified. Ensure implementation of health programmes aiming at improving mental health. Serve as a paymaster for your unit. Perform other duties as assigned by the supervisor and the hospital management. Ensure implantation of NCS, Ideal Hospital and other departmental initiatives including provincial priorities.
Enquiries: Ms R.M Sithole Tel No: (035) 901 7258
Applications: Please forward application quoting the reference number to The Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION: Mr. M.P Zungu

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

Closing Date: 20 December 2019 (Late applications will not be accepted)

Post 44/172: Operational Manager: Paediatric Speciality Grade 1 Ref No: APP/13/2019

Salary: R562 800 - R633 432 per annum benefits: 13th Cheque, medical aid (optional) and 8% rural allowance.

Center: Appelsbosch Hospital

Requirements: Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of (01) year accredited by SANC in Paediatric Nursing Science. Proof of current registration with SANC (2019 receipt). Experience minimum of 09 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service) Recommendations: Diploma/Degree in Nursing Management will be an added advantage. Knowledge: Knowledge and insight into nursing processes and procedures. Relevant Public service Acts. Decision making. Knowledge and implementation of Batho-Pele. Supervisory skills Training and Good verbal, writing and communication skills. Facilitation and coordination Competencies skills. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Basic financial management skills knowledge of human resource management personal Attitude, Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills. Ensure adequate supervision of staff and provision of quality patient care in an efficient and effective manner. Must be able to manage pediatric emergencies and the high risk conditions. Participate on monthly perinatal meeting and district perinatal meeting. Compile daily/monthly statistics data and CHIPP. Manage and supervise effective and efficiently utilization of resources. Ensure effective implementation of infection control and prevention practices by all staff including support services. Supervise implementation of health care delivery policies, procedures clinical guidelines, protocol operational and strategies. Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental priorities and National Core standards. Monitor and evaluate the care and management of all patients. Ensure the keeping of accurate and complete patient’s records. Demonstrate a concern
for patients promoting and advocating a proper treatment and care. Monitor and evaluate staff performance (EPMDS). Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance and all labour related issues. Develop/establish and maintain constructive working relationship with nursing and other stakeholders.

ENQUIRIES: Mrs. MT Zondi Tel No: (032) 2948000
APPLICATIONS: Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION: Human Resource Manager
NOTE: Equity Target: African Male
CLOSING DATE: 31 December 2019

POST 44/173: OPERATIONAL MANAGER (GENERAL STRAM) GRADE 1 REF NO: APP/12/2019

SALARY: R444 276 - per annum Benefits: 13th Cheque, medical aid (optional) and 8% rural allowance.

DUTIES: Ensure adequate supervision of staff and provision of quality patient care in efficient and cost effective manner. Manage and supervise effective and efficiently utilization of resources. Ensure effective implementation of infection control and prevention practices by all staff including support services. Supervise implementation of health care delivery policies, procedures clinical guidelines, protocols operational and strategies. Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental priorities and National Core standards. Monitor and evaluate the care and management of all patients. Ensure the keeping of accurate and complete patient’s records. Demonstrate a concern for patients promoting and advocating a proper treatment and care. Monitor and evaluate staff performance (EPMDS). Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance and all labour related issues. Develop/establish and maintain constructive working relationship with nursing and other stakeholders.

ENQUIRIES: Mrs. MT Zondi Tel No: (032) 2948000
APPLICATIONS: Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION: Human Resource Manager
NOTE: Equity Target: African Male
CLOSING DATE: 31 December 2019

POST 44/174: CHIEF ARTISAN GRADE A REF NO: CHA/MAINT/2019

Maintenance Department

SALARY: R386 487 – R441 891 per annum Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements) Please note that there is no direct appointment to Grade B. The candidate will only progress to the next grade through performance assessment.

CENTRES: Addington Hospital: Kwazulu Natal

REQUIREMENTS: Identity document, highest educational qualifications, Appropriate Trade Test Certificates in terms of section 13(2) (h) of the Manpower Act of 1981 as amended in Mechanical or Electrical. Certificates of services indicating Artisan Forman experience in Mechanical or Electrical endorsed by HR Department is required. Valid Code EB driver’s license. In-service applicants to submit
verification of qualification obtainable from the Human Resource Department.

Experience: Ten years post qualification experience required as an Artisan Foreman

Knowledge, Skills, Training And Competence Required: The incumbent of this post will report to the Systems Manager and will be responsible to manage all aspects of technical design, production, operation and maintenance activities, and as such the ideal candidates must possess Project management knowledge, Technical design and analysis knowledge, computer aided technical applications, knowledge of legal compliance, Technical report writing, Technical consulting, production, process knowledge and skills. Problem solving and analysis skills. Decision making skills. Change management, financial management, customer focus and responsiveness. Communication. Computer skills and Planning and organizing.

**DUTIES**

 Manage Technical Services: Manage technical/maintenance services and support in conjunction with Artisans and associated in field work, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specification. Manage Administrative and Related Functions: Provide inputs into the budgeting process compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage Artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add to the discipline-related activities and services. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continuous success of technical services according to organizational needs and requirements. Manage subordinate’s key performance areas by setting and monitoring performance standards and taking actions to correct deviation to achieve department objectives. Maintain And Advance Expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering related matters.

**ENQUIRIES**

MR C H Myeza Tel No: (031) 327 2000

**APPLICATIONS**

All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

**NOTE**

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. Employment Equity for the Post Is: African Male

**CLOSING DATE**

03 January 2020

**POST 44/175**

CLINICAL NURSE PRACTITIONER REF. NO: EGUM 21/2019 (X2 POSTS)

**SALARY**

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Allowances: Plus 13th Cheque, Plus Rural Allowance (8%), Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE

REQUIREMENTS:

Institution: E G & Usher Memorial Hospital - Kokstad PHC

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 Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2019). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing of which at least 10 years must be appropriate/recognizable experience after obtaining one year Post Basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills

DUTIES:

Ensure proper utilization and safekeeping of basic medical equipment, surgical stock, and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Support the realization and maintenance of Ideal Clinic Programme in the facility. Ensure that programmes on staff development and training are in place. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Implement standards, practices criteria for quality nursing.

ENQUIRIES

APPLICATIONS:

MS. N.B. Dladla Tel. No: (039) 797 8100

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

FOR ATTENTION

NOTE:

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

**CLOSING DATE** : 20 December 2019 at 16H00 afternoon

**POST 44/176** : CLINICAL NURSE PRACTITIONER – MTHANDENI CLINIC REF NO: UMP 17/2019

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

**CENTRE** : Umphumulo Hospital

**REQUIREMENTS** :
Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2019) council receipt Grade 1: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in paediatrics after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy

**DUTIES** :
Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Be involved in community meetings and committees. Clinical teaching, training and continuous evaluation of students. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

**ENQUIRIES** : N.A. Mbhele Tel No: (032) 4814199

128
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department, Mr S. M. Naidoo.

FOR ATTENTION NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is 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 wills result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 31 December 2019

POST 44/177: PROFESSIONAL NURSE-SPECIALITY STREAM-EMERGENCY AND TRAUMA/ORTHOPAEDIC REF NO: MURCH 19/2019 (01 POST) Re-Advert

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE REQUIREMENTS: Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Emergency and Trauma/Orthopaedic, Current Registration with SANC as General Nurse and Emergency and Trauma/Orthopaedic. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Emergency and Trauma/Orthopaedic Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Emergency and Trauma/Orthopaedic, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty Knowledge, Skills And Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients’ rights charter

DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework Effective utilization of resources: Human, material and financial resources Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift Partake in overall specialized unit function, i.e. team building Maintain professional growth/ethical standards and self-development

ENQUIRIES: Mrs C Mkhwanazi Tel No: (039)6877311 ext 127
APPLICATIONS : All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. Murch/14/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 27 December 2019

POST 44/178 : PROFESSIONAL NURSE (SPECIALITY) PAEDIATRICS REF NO: PNS3/PAEDS/2019

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRES : addington hospital: kwazulu Natal

REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Child Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Child Nursing Science. Current registration receipt with SANC. In-Service applicants to produce SAQA verification, may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Psychiatry. Updated Curriculum Vitae with email address indicated. Experience: Grade 1: A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least one (1) year of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the relevant speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statute and other relevant legal frame works. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper
treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDTS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.

ENQUIRIES: Ms T Wanda: 031 327 2000
APPLICATIONS: All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

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

CLOSING DATE: 3 January 2020
POST 44/179: PROFESSIONAL NURSE (SPECIALITY- OPERATING THEATRE)
GRADE 1/2 REF NO: PMMH/PN/OT/02/2019 (X3 POSTS)

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

REQUIREMENTS:
Professional Nurse Grade.1: 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 ‘Operating Theatre Nursing Science’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: a minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade.2: Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the “South African Nursing Council” (SANC) as a Professional Nurse. A post basic qualification in ‘Operating Theatre Nursing Science’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: a minimum of 14 years appropriate/recognizable experience in nursing after
registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty (i.e. Theatre) after obtaining the 1-year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training And Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES

Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES

APPLICATIONS

to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060

FOR ATTENTION NOTE

MRS J Murugan

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

CLOSING DATE

20 December 2019

POST 44/180

CLINICAL NURSE PRACTITIONER (EHLANZENI CLINIC) GRADE 1&2 REF NO: 50/2019 (POSTS 01)

SALARY

Grade 1: R383 226 per annum (plus benefits 13th Cheque, Medical Aid optional. Housing Allowance)

Grade 2: R471 333 per annum (plus benefits 13th Cheque, Medical Aid optional. Housing Allowance)

CENTRE

Requiirements

Grade 1: Matric Certificate –Verified Copy, Diploma/Degree in general nursing & midwifery plus 1 year Post Basic Qualification in Primary Health Care. A minimum of 4 years appropriate/recognizable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Valid driver’s license Grade 2: Matric Certificate –Verified Copy, Diploma/Degree in general nursing that allows registration with SANC as a Professional Nurse plus a Post basic qualification with aduration of at least 1 year in Curative Skills in Primary Health Care (PHC) accredited with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year qualification in Curative Skills in Primary Health Care. Current Registration with the SANC as Professional Nurse with PHC.

DUTIES

approach. Develop and ensure implementation of nursing care plans for all patients. Participate in implementation of National Core Standards, quality improvement programmes and clinical audits. Maintain accurate and complete patient's records according legal requirements. Exercise control over discipline, grievance and labour relations issues according to laid down and procedures. Manage and supervise effective utilization of all allocated resources. Assist with performance reviews i.e. EPMDs. Monitor implementation of infection prevention and control policies in the unit. Utilize human material and physical resources effectively and efficiently. Provide nursing care that leads to improved services delivery by maintaining client satisfaction. Provision of quality maternal and neonatal patient's care through setting of standard policies and procedures. Administration and clinical functions. Maintaining accurate and complete patients' records according to legal requirements. Provide nursing assistance to medical and other nursing professionals. Assist Operational Manager in charge of the unit. Identify areas of improvement, problem act and communication these to the Operational Manager. Co-ordination of services within the institution and other services related to the Community, Health (NGO, CBO, and CHW). Screening, diagnosis and treatment of patients.

ENQUIRIES: Ms. BN Mawela Tel No: (033) 413 9 400
APPLICATIONS: forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
FOR ATTENTION: Ms. WP Zwane Tel No: (033) 413 9 410
CLOSING DATE: 23 December 2019
POST 44/181: CLINICAL NURSE PRACTITIONER (ENTEMBISWENI CLINIC) GRADE 1&2
REF NO: 51/2019 (POSTS 01)
SALARY:
Grade 1: R383 226 per annum (plus benefits 13th Cheque, Medical Aid optional. Housing Allowance)
Grade 2: R471 333 per annum (plus benefits 13th Cheque, Medical Aid optional, Housing Allowance)
CENTRE:
Greytown Hospital
REQUIREMENTS:
Grade 1: Matric Certificate –Verified Copy, Diploma/Degree in general nursing & midwifery plus 1 year Post Basic Qualification in Primary Health Care. A minimum of 4 years appropriate/ recognizable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Valid driver's license Grade 2: Matric Certificate –Verified Copy, Diploma/Degree in general nursing that allows registration with SANC as a Professional Nurse plus a Post basic qualification with aduration of at least 1 year in Curative Skills in Primary Health Care (PHC) accredited with the SANC. A minimum of 14 years appropriate/ recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year qualification in Curative Skills in Primary Health Care. Current Registration with the SANC as Professional Nurse with PHC.
DUTIES:
Knowledge of Public Service Policy. Knowledge of SANC Rules and Regulation. Good communication, leadership, interpersonal and problem solving skills. Knowledge of code of conduct, Labour relations, conflict management and negotiation skills. Ability to function well within a team. Organizing, planning and supervisory skills. Knowledge of Batho Pele Principles and Patients’ Rights Charter. Financial budgetary knowledge. Provision of quality nursing care through the implementation of nursing process approach. Develop and ensure implementation of nursing care plans for all patients. Participate in implementation of National Core Standards, quality improvement programmes and clinical audits. Maintain accurate and complete patient’s records according legal requirements. Exercise control over discipline, grievance and labour relations issues according to laid down and procedures. Manage and supervise effective utilization of all allocated resources. Assist with performance reviews i.e. EPMDs. Monitor implementation of infection prevention and control policies in the unit. Utilize human material and physical resources effectively and efficiently. Provide nursing care that leads to improved services delivery by maintaining client satisfaction. Provision of quality maternal and neonatal patient’s care through setting of standard policies and procedures. Administration and clinical functions. Maintaining accurate and complete patients' records according to
 legal requirements. Provide nursing assistance to medical and other nursing professionals. Assist Operational Manager in charge of the unit. Identify areas of improvement, problem act and communication these to the Operational Manager. Co-ordination of services within the institution and other services related to the Community, Health (NGO, CBO, and CHW). Screening, diagnosis and treatment of patients

ENQUIRIES: Ms. BN Mawela Tel No: (033) 413 9 400
APPLICATIONS: forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
FOR ATTENTION: Ms WP Zwane Tel No: (033) 413 9 410
CLOSING DATE: 23 December 2019

POST 44/182: ASSISTANT DIRECTOR: FINANCE REF NO: MONT 13/2019

SALARY: R376 596 – R454 920 per annum (Level 9)
CENTRE: Montebello Hospital

DUTIES: Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan. Monitor and interpret cash flows, predict future trends and advise accordingly. Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanisms that minimize financial risk. Manage overall supply chain operation including the purchasing and inventory of all materials. Compile and present regular report to the Hospital Management on expenditure, financial projections and any variations from budget and prepare detailed budget report for the approval of Chief Financial Officer (CFO). Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Ensure implementation of the total quality management framework and compliance to National Core Standards. Coordinate, review, analyze and quality assure the financial supporting information for planning purposes. Supervise staff i.e. assist staff in compiling EPMDS documents, training, discipline and management of grievances in the component. Manage functionality of all finance and SCM component (Budget, Expenditure, Revenue, Assets and Stores). Ensure clearance of suspense account and proper debt management. Ensure proper voucher control and payroll certification. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes.

ENQUIRIES: Mrs BR Msomi Tel No: (033) 506 7000
APPLICATIONS: Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
FOR ATTENTION: Human Resource Manager)
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their...
applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 20 December 2019
ANNEXURE R

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department’s Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

APPLICATIONS: Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.

CLOSING DATE: 27 December 2019

NOTE: Correspondence will be limited with the short-listed 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. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprint will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver’s license should be submitted if an advertisement states that a valid driver’s license is required should an advertisement states that a valid driver’s license is required. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV’s should reflect one’s degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Note: The contents of the advertised posts will also be posted on the following websites www.limpopo.gov.za/www.ledet.gov.za/www.dpsa.gov.za.
MANAGEMENT ECHELON

POST 44/183 : DIRECTOR REF NO: C8/19/1
            Directorate: Financial Accounting

SALARY : R1,057,326 – R1,245,495 per annum (An all-inclusive remuneration package)
            (level 13) Note: The remuneration package includes a basic (70% of
            packages), State contribution to the Government Employees Pension Fund
            (13% of basic salary) and a flexible portion which can be structured according
            to the individuals' personal needs

CENTRE : Head Office: Polokwane

REQUIREMENTS : An undergraduate qualification (NQF 7) in Financial Management / Accounting
            or related field as recognized by SAQA; Five (5) years’ experience at
            middle/senior managerial level; Valid driver’s license (with exception of person
            with disability). Core And Process Competencies: Knowledge: PFMA and other
            related legislation; Financial systems (BAS, LOGIS, etc.); Work ranges and
            procedures of managerial functions, finance, human resource matters,
            planning and organizing; Compilation of reports; Computer literacy; Research
            and analyzing; Expenditure monitoring and evaluation; Sound knowledge of
            government policy and strategy development processes. Skills: A visionary
            and inspirational leader; A team builder and player; Financial and Risk analysis
            skills; Ability to interpret and apply policies; Economic and analysis skills;
            Financial management skills; Presentation skills; Strong communication skills
            (verbal and written); Ability to work under pressure; Interpersonal relations;
            Conflict management; Project management.

DUTIES : Key Performance Areas: Develop and implement financial management
            policies and procedures of the department in line with the
            PFMA and Treasury
            Regulations; Manage payments of accounts; Manage the collection and report
            of revenue; Manage bank and cash services; Manage the payroll system;
            Compile financial statements and management reports; Management and
            development of personnel; Provide support to the CFO.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

NOTE : All shortlisted candidates for Senior Management Services (SMS) posts will be
            required to: sign SMS employment contract and performance agreement and
            disclose his/her financial interests. All shortlisted SMS 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. Subsequent to the interview and technical exercise, the selection
            panel will recommend candidates to attend a generic managerial competency
            assessment (in compliance with DPSA Directive on the implementation of
            competency based assessments). The competency assessment will be testing
            generic managerial competencies using the mandated DPSA SMS
            competency assessment tools. The Department reserves the right not to make
            any appointment to the posts advertised. The employment decision shall be
            informed by the Employment Equity Plan of the Department.

DEPARTMENT OF EDUCATION

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear
employment equity targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS : Application should be submitted to the Head of Department, Department of
            Education, Private Bag X 9489 Polokwane 0700 or handed in at 113 Biccard
            Street, Polokwane, 0699 at Records Management Directorate- Office No. G03
            (Registry)

CLOSING DATE : 20 December 2019

NOTE : Applications should be submitted on the prescribed Form Z83 (obtainable from
            Applications should be accompanied by a recent comprehensive C.V, certified
            copies of all qualifications and a copy of Identity document. The shortlisted
            candidates will be subjected to a personnel suitability check (i.e. verification of
            educational qualifications, previous work experience, citizenship, reference
            checks, criminal record checks, verification of financial/ assets record check and
            security vetting). The full contents of the advertised posts will be posted on
            for Senior Management Services (SMS) posts will be required to: sign SMS
            employment contract and performance agreement and disclose his/her
financial interests. All shortlisted SMS 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 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 Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. No Faxed, emailed and applications received after the closing date, whether posted or hand–submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the applicants. Applicants who apply for more than one position are requested to submit separate applications for each position. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

MANAGEMENT ECHELON

POST 44/184 : CHIEF DIRECTOR: FURTHER EDUCATION & TRAINING (FET) SCHOOLS
REF NO: LDOE 13/12/2019
SALARY : R1 251 183 per annum (Level 14) (All inclusive package)
CENTRE : Head Office: Polokwane

DUTIES : Manage and coordinate the delivery and implementation of curriculum programmes in respect of commercial subjects, languages and humanities. Manage and coordinate the delivery and implementation of curriculum programmes in respect of Mathematics, Sciences and Technology. Manage and coordinate Curriculum Advisory Services and Monitor, Evaluate and support Curriculum Policy Implementation. Manage Continuous Professional Development of Curriculum/Subject Advisor.

ENQUIRIES : Mr Langa L.M at Tel No: (015) 284 6534, Ms. Phalafala R.M at Tel No: (015) 284 6524 & Ms. Ngwepe M.P at Tel No: (015) 284 6535.

POST 44/185 : DIRECTOR: FINANCIAL PLANNING, BUDGETING, MONITORING AND REPORTING
REF NO: LDOE 14/12/2019
Re-Advert Candidates who previously applied for the re-advertised post of Director: Financial Planning, Budgeting, Monitoring and Reporting need to re-apply
SALARY : R1 057 326 per annum (Level 13) (All inclusive package)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An NQF level 7 as recognised by SAQA. An NQF level 7 in Accounting will be an added advantage. At least 5 years’ experience in middle management position. Knowledge of Logis, BAS, FINEST and PERSAL systems will be an added advantage. A valid driver’s licence (Attach)(with exception of people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus.
Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.

**DUTIES**: Develop financial policies, processes and procedures. Manage the gathering, processing and analysis of information concerning budget. Conduct long term financial planning. Compile and implement monthly forecasts. Advice programme and responsibility managers with regard to allocation, additional allocations, approval of budget and other budgetary matters. Analyses financial information provides direction, support, make recommendation, maximizing use of funds, and ensure that overall operations are within budget. Conduct internal audits to ensure that program managers are within budget. Monitor and report on expenditure and compile financial statements for annual report.

**ENQUIRIES**:
Mr Langa L.M at Tel No: (015) 284 6534, Ms. Phalalala R.M at Tel No: (015) 284 6524 & Ms. Ngwepe M.P at Tel No: (015) 284 6535.

**PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

*Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity target. The Department committed to providing equal opportunity and affirmative action employment practice. It is our intention to promote representation in terms of race, gender and disability. Women and persons with disabilities are encouraged to apply.*

**APPLICATIONS**:
should be submitted to the Head of Department of Public Works, Roads and Infrastructure Private Bag X9490 Polokwane 0700 or hand delivered to Works Towers Building, No. 43 Church Street, Polokwane, 0699

**CLOSING DATE**:
20 December 2019 @ 16h00.

**NOTE**:
Applications should be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za/ www.labour.gov.za. Applications must be completed in full, accompanied by not more than three (03) months certified copies of educational qualifications, identity documents, a comprehensive curriculum vitae and valid code EB driver’s License with exempting applicants with disabilities. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. NB: You Are Kindly Requested To Complete A, B and C of the Z83 in Full. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All Shortlisted candidates for the posts of SMS will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and Technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandate DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only due to the large number of applications we envisage to receive and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applications are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.

**MANAGEMENT ECHELON**

**POST 44/186**:
CHIEF DIRECTOR: CORPORATE SERVICES REF S4/3/8/26/2019
(Permanent Position)
Directorate: Corporate Services
SALARY: R1 251 183 per annum (Level 14) (An all – inclusive) (to be structured according to individual needs)

CENTRE: Head Office


DUTIES: Key Performance Areas: Provide strategic direction on Human Resource Services, Human Resource Development, Labour relations, Records management and employee wellness and special Programs. Advice Accounting Officer with regards to HR policy and Strategic Human Resource programs and management. Develop and implement HR policies pertaining to Human Resource Services, HRD, Employee Wellness and Special programs, labour relations and record management. Manage and give support on the implementation and customization of National legislation of records, information and knowledge management. Provide HR advisory services to the Accounting officer, Executive Authority and staff. Execute duties and responsibilities delegated by the Accounting Officer in terms of the Public Service Regulations and the public Finance management Act. Participate in the general management of the Department. Compile HR related oversight reports to Provincial Government, National Department, Local government and others stakeholders. Implement an intergrade Workplace health programme in terms of Regulations. Manage all resources (Human, Financial and Asset)

ENQUIRIES: Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570

OTHER POSTS

POST 44/187: SPECIALIST ELECTRICAL ENGINEER REF NO: S4/3/1/46/2019
Directorate: Infrastructure Planning and Design
(One year Contract and three years renewable)

SALARY: R1 535 802 per annum (An all – inclusive) (to be structured according to individual needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: Master’s degree in Engineering or relevant qualification. Ten (10) years post qualification experience required as a registered professional Engineer Compulsory registration with ECSA as a Professional Engineer. Valid driver’s licence with exception of persons with disabilities (attach a copy). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES: Key Performance Areas: Plan, design, and lead engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, evaluate tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice or in the absence thereof, develop new standards, Continuous professional development to keep up with new technologies and procedures, lead, co-ordinate and conduct
advanced research or knowledge application, ensure knowledge generation and dissemination, conduct and lead engineering research, publish and present research findings (results) and lead and liaise with relevant bodies/councils on engineering-related matters, provide expert advice on specialized engineering matters; and, ensure cost-effective, safe designs/structures, allocate, control, monitor and report on all resources, compile risk logs and manage significant risk according to sound risk management practice and organizational requirements, give direction to team in realising the Chief Directorate’s strategic objectives; Develop action plans to execute strategic initiatives; Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure; Monitor and report on the utilisation of equipment; Co-ordinate memorandum of understanding, service level agreements and expenditure review; Ensure that the division is adequately staffed; Evaluate and monitor performance and appraisal of employees; Ensure capacity and development of staff; Manage discipline.

ENQUIRIES: should be directed to Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570

POST 44/188: SPECIALIST MECHANICAL ENGINEER REF NO: S4/3/1/47/2019
Directorate: Infrastructure Planning and Design
(One year Contract and three years renewable)

SALARY: R1 535 802 per annum (An all – inclusive) (to be structured according to individual needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: A Master’s Degree in Engineering or relevant qualification. Ten (10) years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. Valid driver’s licence with exception of persons with disabilities (attach a copy). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES: Plan, design and lead engineering projects. Develop cost effective solutions according to standard. Evaluate existing technical manual standard drawings and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norm and standards and code of practice or in the absence thereof, develop new standards, Continuous professional development to keep up with new technologies and procedures; Lead; co-ordinate and conduct advanced research or knowledge application; Ensure knowledge generation and dissemination; Conduct and lead engineering research; Publish and present research findings (results); Lead and liaise with relevant bodies/ councils on engineering-related matters. Provide expert advice on specialized engineering matters; ensure cost-effective, safe designs/ structure. Allocate, control, monitor and report on all resources; Compile risk logs and manage significant risk according to sound risk management according to sound risk management practice and organizational requirements.

ENQUIRIES: should be directed to Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570

POST 44/189: SPECIALIST CIVIL ENGINEER ROAD GRADE A-B REF: NO:S4/3/1/49/2019 (X2 POSTS)
Directorate: Infrastructure Planning and Design
(One year Contract and three years renewable)

SALARY: R1 535 802 per annum (An all – inclusive) (to be structured according to individual needs)

CENTRE: Head Office - Polokwane


DUTIES: Plan, design, and lead engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Evaluate tender specifications; and Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice or in the absence thereof, develop new standards, continuous professional development to keep up with new technologies and procedures; Lead, co-ordinate and conduct advanced research or knowledge application; Ensure knowledge generation and dissemination; Conduct and lead engineering research; Publish and present research findings (results); and lead and liaise with relevant bodies/councils on engineering-related matters, provide expert advice on specialized engineering matters; an Allocate, control, monitor and report on all resources; and compile risk logs and manage significant risk according to sound risk management practice and organizational requirements.

ENQUIRIES: Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570

POST 44/190: VALUER REF NO: S4/3/1/28/2019 (X5 POSTS)
Directorate: Infrastructure Planning and Design
(One year Contract and three years renewable)

SALARY: R733 257 per annum (Level 11) (An all – inclusive) (to be structured according to individual needs)

CENTRE: Head Office – Polokwane

REQUIREMENTS: NQF Level 6 Qualification in Property Valuation, recognized by SAQA. Registered as a Professional (Professional/Professional Associated Valuer) with the South African Council for the Property Valuers Profession (SACPVP), Four (04) Years post qualification valuation experience. Computer literate. Valid driver’s licence with exception of persons with disabilities (attach a copy), Core And Process Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES: Customize methods for valuation, determine appraisal standards, determine methods for estimations, link valuations to life cycle costs, determine norms and standards for valuations, make inputs to the development and updating of the spatial database, inspect properties to evaluate construction, condition, special futures and functional design, take property measurements, search for public records for transactions such as sales, leases and assessment, take photographs of interior and exterior properties to assist in estimation of property values, evaluate land and neighbourhood’s, verify legal descriptions of properties, verify building codes, zones and by-laws, estimate building replacement costs, interact with relevant stakeholders to obtain information and data, incorporate any requirements in terms of heritage and related studies in the valuation, implement valuations pertaining to lease, interpret valuation data and information, prepare valuation reports, refer valuation reports to the national Valuation Council for validations, present valuation reports to stakeholders, quality assure the work performed by external Valuers, undertake research to improve valuation services for the health Property Portfolio, interact with professional bodies and councils and bodies to enhance new developments in technology and methodology related to valuation.

ENQUIRIES: Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570
(One year Contract and three years renewable)
Directorate: Infrastructure Planning and Design

SALARY: R718 057 per annum (An all – inclusive) (to be structured according to individual needs)

CENTRE: Head Office - Polokwane

REQUIREMENTS: Grade 12, Degree or NQF level 7 qualification in Built Environment field. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver’s license with exception of persons with disabilities (attach a copy). Core And Process Competencies: Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management, Change management, Innovation, Programme and Project management, Project principles and methodologies, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting Professional judgment

DUTIES: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects, report project progress to Chief Construction Project Manager; and Manage project budget and resources; Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively, keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management, give direction to team in realising the Chief Directorate's strategic objectives; Develop action plans to execute strategic initiatives; Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure; Monitor and report on the utilisation of equipment’s; Coordinate memorandum of understanding, service level agreements and expenditure review; Ensure that the division is adequately staffed; Evaluate and monitor performance and appraisal of employees; Ensure capacity and development of staff; Manage discipline

ENQUIRIES: should be directed to Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570

POST 44/192: STRUCTURAL ENGINEER GRADE A-C REF NO: S4/3/1/26/2019 (X3 POSTS)
Directorate: Infrastructure Planning and Design
(One year Contract and three years renewable)

SALARY: R718 059 per annum (An all – inclusive) (to be structured according to individual needs)

CENTRE: Head Office – Polokwane

REQUIREMENTS: NQF level 6 in Engineering or relevant qualification as recognized by SAQA. Three (03) years post qualification engineering experience required. Compulsory registration with ECSA as a Professional Engineer. Valid driver’s licence with exception of persons with disabilities (attach a copy). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works

ENQUIRIES: should be directed to Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570
according to prescribed norms and standards, ensure training and
development of technicians, technologists and candidate engineers to promote
skills/knowledge transfer and adherence to sound engineering principles and
code of practice, supervise the engineering work and processes, and
administer performance management and development, manage resources,
prepare and consolidate inputs for the facilitation of resource utilization, ensure
adherence to regulations and procedures for procurement, personnel
administration, monitor and control expenditure, report on expenditure and
service delivery, continuous professional development to keep up with new
technologies, procedures, research/literature studies on engineering
technology to improve expertise, liaise with relevant bodies/councils on
engineering-related matters.

ENQUIRIES
Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms
Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570

POST 44/193
GEOTECHNICAL ENGINEER GRADE A-C REF NO: S4/3/1/51/2019 (X3 POSTS)
Directorate: Infrastructure Planning and Design
(One year Contract and three years renewable)

SALARY
R718 059 per annum (An all – inclusive) (to be structured according to
individual needs)

CENTRE
Head Office - Polokwane

REQUIREMENTS
NQF level 6 in Engineering or relevant qualification as recognised by SAQA/
Three (03) years post qualification engineering experience required/
Compulsory registration with ECSA as a Professional Engineer. Valid driver’s
licence with exception of persons with disabilities (attach a copy). Core And
Process Competencies: Strategic Capability and Leadership, Programme and
Project management, Change Management, Financial Management, People
Management and Empowerment, Knowledge Management, Problem Solving
and analysis, Client orientation and Customer Focus, Communication.

DUTIES
Plan, design, operate and maintain engineering projects; Develop cost
effective solutions according to standards; Evaluate existing technical
manuals, standard drawings and procedures to incorporate new technology;
Develop tender specifications; Ensure through evaluation that planning and
design by others is done according to sound engineering principles and
according to norms and standards and code of practice; and Approve
engineering works according to prescribed norms and standards, ensure
training and development of technicians, technologists and candidate
engineers to promote skills/knowledge transfer and adherence to sound
engineering principles and code of practice; Supervise the engineering work
and processes; and Administer performance management and development,
manage resources and prepare and consolidate inputs for the facilitation of
resource utilization; Ensure adherence to regulations and procedures for
procurement and personnel administration; Monitor and control expenditure;
and Report on expenditure and service delivery, continuous professional
development to keep up with new technologies and procedures;
Research/literature studies on engineering technology to improve expertise;
and Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES
Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms
Ledwaba at Tel No: (015) 284 7627/7606/7607/7570

POST 44/194
LAND SURVEYORS GRADE A-C REF NO: S4/3/2/6/2019 (X2 POSTS)
Directorate: Infrastructure Planning and Design
(One year Contract and three years renewable)

SALARY
R707 451. per annum (An all – inclusive) (to be structured according to
individual needs)

CENTRE
Head Office - Polokwane

REQUIREMENTS
Grade 12, degree or NQF Level 7 in Survey/Geomatics or relevant
qualification. Three (03) year post qualification survey experience required.
Compulsory registration with PLATO as Professional Surveyor. Compulsory
registration with PLATO as a Professional Land Surveyor to perform cadastral
surveys. Core And Process Competencies: Strategic Capability and
Leadership, Programme and Project management, Change Management,
Financial Management, People Management and Empowerment, Knowledge
Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

**DUTIES**

Networking, professional, judgment, programme and project management, survey design and analysis knowledge, research and development, computer-aided survey applications, knowledge of legal compliance, technical report writing, creating high performance culture, networking, professional, judgment, decision making, team leadership, Analytical skill, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis, people management, change management, innovation, investigate applications on new and existing technologies; Plan and perform surveys of a complex nature; Development of cost effective solutions and approval of surveys according to prescribed requirements/standards; Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; provide professional advisory and support services; and develop tender specifications, ensure training and development of candidate professional surveyors to promote skills/knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes; Administer performance management and development, Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure; and Report on expenditure and service delivery, Continuous professional development to keep up with new technologies and procedures. Research/literature studies on survey technology to improve expertise. Liaise with relevant bodies/councils on survey-related matters.

**ENQUIRIES**

Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570

**POST 44/195**

GIS PROFESSIONAL GRADE A-C REF NO: S4/3/1/42/2019 (X4 POSTS)

Directorate: Infrastructure Planning and Design

(One year Contract and three years renewable)

**SALARY**

R656 706 per annum (An all – inclusive) (to be structured according to individual needs)

**CENTRE**

Head Office - Polokwane

**REQUIREMENTS**

Grade 12, degree or NQF Level 7 qualification in GISc) or relevant qualification as recognized by SAQA/ Three (03) years post qualification GISc professional experience required/ Compulsory registration with PLATO. Valid driver's licence with exception of persons with disabilities (attach a copy).Core And Process Competencies: Strategic Capability and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment; Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

**DUTIES**

Plan, coordinate and facilitate GISc projects activities; Undertake the system requirements analysis; Conduct the cost benefit analysis; Execute the functional requirement analysis; Manage and supervise Benchmarking; Develop the conceptual database design; Execute high level user requirement analysis; Develop processing model and workflow diagram; Develop, implement spatial and other standards; Determine capacity requirements; Perform monitor and evaluate, Identify and understand underlying strategic issues; Identify and analyse relevant strategic information; Oversee the process of advance spatial analysis and modelling for institutional strategic, guidance; Develop and evaluate alternative strategic solutions; Recommend the best possible policy direction, Identify, Investigate and evaluate new technologies; Advise on research viability and feasibility; Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly; Develop appropriate plan to respond to the research problem; Compile reports and make relevant proposals; Participate and liaise with relevant bodies and councils on GISc matters, Manage human resource requirements; Draft tender documents and terms of reference; Draft service level agreements; Determine project cost and quality level; Develop contingency plans; Adhere to financial legislations and regulations; Review and monitor budget to ensure that the required financial procedures are adhered to.
ENQUIRIES: Messrs. Malose Moabelo, Matome Malemela, Mathume Mabilo and Ms Ledwaba RE at Tel No: (015) 284 7627/7606/7607/7570

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.

APPLICATIONS: Applications should be addressed to: The Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers, Ground floor Office 030. Polokwane 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.

CLOSING DATE: 27 December 2019@12H00

NOTE: Correspondence will be entered into with short listed candidates only. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Travelling expenses associated with the interview will be incurred by the candidate.

OTHER POST

POST 44/196: ASSISTANT DIRECTOR: BUILT ENVIRONMENT AND FACILITY MAINTENANCE REF: DSD/2019/48 (X1 POSTS)

(Contract Up To 31 March 2022)

SALARY: R376 596 per annum Plus 37% in lieu of benefits Per Annum, (Level 09)

CENTRE: Head Office - Polokwane


DUTIES: Key Performance Areas: Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project, planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the supervisor. Be responsible for office administration. Provide inputs to the supervisor with tender administration. Contribute to the human resource-related activities. Do maintenance trend analysis and facility cost research keep up with new technologies and procedures, research/literature on project and maintenance management technologies.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr Mogotlane Q.L.M/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4375/4426
ANNEXURE S

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

APPLICATIONS:
Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building

FOR ATTENTION:
Ms L. Fritz Acting Director: Human Resource Management

CLOSING DATE:
20 December 2019

NOTE:
People with disabilities and women are especially encouraged to apply for these positions. Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) Service certificates and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

MANAGEMENT ECHELON

POST 44/197:
CHIEF EXECUTIVE OFFICER RMSH
Re-Advertisement Applicants Who Previously Applied Need Not To Re-Apply

SALARY:
R1 251 183 annum (all-inclusive package)

CENTRE:
Robert Mangaliso Sobukwe Hospital

REQUIREMENTS:
A Degree or Diploma in management or health/medical science qualification. Registration with the relevant Professional Council, where applicable, 5 years’ experience on a senior management level, experience in health services facility manager or Management experience in a health services environment. A valid B (08) driver’s licence is an inherent requirement.

DUTIES:
To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service and improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with 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 mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. 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 though compliance with relevant legislation including occupational 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. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES**: Ms L. Fritz, Tel No: (053) 8300527

**POST 44/198**: CHIEF EXECUTIVE OFFICER REGIONAL HOSPITAL

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

**CENTRE**: Dr. Harry Surtie Hospital Upington

**REQUIREMENTS**: A degree/advanced diploma in a health related field, registration with the relevant professional body plus a degree/diploma in health management., 5 years’ experience at middle/senior management level, experience in the health sector, experience as a health service manager or significant experience in management in a health service environment. A valid driver’s licence is an inherent requirement.

**DUTIES**: To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with 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 mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. 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 though compliance with relevant legislation including occupational health and safety commitments. 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. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES**: Ms L. Fritz Tel No: (053) 8300527

**POST 44/199**: CHIEF EXECUTIVE OFFICER NEW MENTAL HOSPITAL

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

**CENTRE**: New Mental Hospital

**REQUIREMENTS**: A Degree/Advanced Diploma in a health-related field. Registration with the relevant Professional Council, where applicable. At least 5 years’ experience at middle management level, experience in a Health service environment would serve as an added advantage. A Valid Drivers’ Licence is an inherent requirement.

**DUTIES**: Ensure the effective and efficient overall management of the hospital in terms of the relevant Acts Manage all aspects of patient care and ensure high standards of patient care. Serve on various internal and external committees,
and provide input into the development of Provincial policy and strategy on the provision of mental health care. Ensure that the hospital is managed within budget in line with PFMA and relevant guidelines and that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Develop, implement and maintain human resource management and corporate support policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human and physical resources. Establish strong and viable community networks and ensure a functional Hospital Board. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico Legal hazards and the promotion of positive patient achievement of health outcome, the safety of all staff, patients and visitors, environment safety and proper management of buildings and other assets.

ENQUIRIES : Dr DG Theys Tel. No: (053) 830 2100

POST 44/200

DIRECTOR: OFFICE OF THE HOD

SALARY : R1 057 326 per annum (all inclusive package)
CENTRE : Kimberley: HOD’S Office
REQUIREMENTS : A Degree or equivalent qualification with 5 years’ experience at middle/senior Management position, relevant experience in an office of a Head of the Department. Valid Code 8 (EB) Drivers licence. Computer literacy or ability. Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills Facilitation and

DUTIES : Co-ordinate departmental reports on behalf of the HOD Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD. Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support.

ENQUIRIES : Dr S. Jonkers Tel No. (053) 830 2100

OTHER POSTS

POST 44/201

CHIEF EXECUTIVE OFFICER DISTRICT HOSPITALS

SALARY : R869 007 per annum (all-inclusive package)
CENTRE : Kuruman Hospital: (John Taolo Gaetsewe Health District)
Abraham Esau Hospital: (Namakwa Health District)
Tshwaragano Hospital: (John Taolo Gaetsewe District)
De Aar Hospital: (Pixley Ka Seme District)
Postmasburg Hospital: (ZF Mgcawu District)

REQUIREMENTS : A Degree/Advanced Diploma in a health-related field. Registration with the relevant Professional Council, where applicable. A Degree/Diploma in Health Management OR a degree/advanced diploma in a Management field. At least 5 years’ experience as a health services facility manager/management experience in a health services environment. A valid B (08) driver’s licence is an inherent requirement.

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to
improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the hospital. Ensure that the Hospital is managed within budget in line with 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 mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. 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 commitments. 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. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES**

Ms L. Fritz Tel No: (053) 8300 527

**POST 44/202**

**DEPUTY DIRECTOR LABORATORY SERVICES**

**SALARY**

R857 559 per annum

**CENTRE**

Provincial Office

**REQUIREMENTS**

Bachelor's degree/diploma in Medical Technology. Registration as a Medical Technologist with HPCSA. Experienced Medical Technologist with management experience and familiar with policy development and analysis, monitoring and evaluation of laboratory and blood services. Experience and/or qualification in management. At least 8-10 years post registration experience at middle management level. Experience must include quality assurance, monitoring and evaluation and financial management. Extensive knowledge of laboratory and blood services policies and guidelines. Extensive knowledge of the District health system, Sound knowledge of the national health Act. National Health Laboratory Services Act, Public Finance Management Act and its regulations. Public Service Act, human Tissue Act and Labour Relations Act, Facilitation communication report writing and computer skills Valid Driver’s licence code 8 and will to travel.

**DUTIES**

Manage laboratory and blood services for the province. Ensuring standard compliance as part of Service Level Agreement (SLA) management for appropriate utilization of laboratory to quality Standards by service providers (NHLS and SANBS). Developing systems that responsive to the Laboratory and blood services needs of the province. Develop and implement guidelines in the Use of laboratory and blood services. Promoting integration amongst internal and external Stakeholders. Advise on systems to improve efficiency and developing a monitoring and Evaluation system for laboratory and blood services. Develop reporting system to ensure that Services are used efficiently. Ensure that laboratory services remains supportive of health priority diseases, e.g TB, HIV/AIDS, etc. Managing laboratory and blood services resources. Financial to ensure effective implementation of services by managing HIV/TB Conditional Grants and Equitable Shares budgets expenditure. Analyse Monthly Summary Reports on usage of Laboratory services in order to advise and implement a system to effectively monitor payments of accounts. Ensure that laboratory services remains supportive of health priority diseases, e.g TB, HIV/AIDS, etc. Oversee the implementation of electronic Gate Keeping in the Province to ensure rational use of laboratory services and reduce expenditure. Conduct regular utilization reviews, including analysis of expenditure of laboratory and blood services. Monitor expenditure trends, service trends and tariff increases.
ENQUIRIES : Ms S Katz Tel No: (053) 830 0 628/524
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.

OTHER POSTS

POST 44/203 : MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)
(4 Years Contract)

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 457 651 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Specialist Gynaecologist and Obstetrician. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Participates in the afterhours call duties of the department according to a commuted overtime contract. Competencies (knowledge/skills): A proven record of managing obstetrical services. Ability to communicate effectively, both orally and in writing. Ability to handle difficult situations involving patients, doctors or others in a professional manner. Ability to manage multiple and simultaneous responsibilities and prioritization of functions. Ability to work independently, exercise creativity, be attentive to detail and maintain a positive attitude. Adherence to Batho Pele Principles. Continuing professional development and publications in Obstetrics and Gynaecology. Experience in under and postgraduate training, teaching and assessment of students in Obstetrics and Gynaecology. Proficient user of computer programs including Microsoft Office, statistical packages and PPIP. Research and delivering of papers at congresses. Strong organisational and interpersonal skills. Willingness and ability to stay updated with knowledge and skills in general maternity care, obstetrical critical care as well as reproductive health.

DUTIES: (key result areas/outputs): Assisting with efficient administration of the clinical services platform. Participates in the afterhours call duties of the department of O & G according to a commuted overtime contract. Participates in the afterhours call duties of the department of O & G according to a commuted overtime contract. Participation in effective and appropriate research in maternity care and other academic activities in the department of Obstetrics and Gynaecology. Recommends, supports and participates in education services, programs of education and training including orientation of new employees (ESMOE, HBB, Maternal Resuscitation, ultrasound, cardiography etc), nursing as well as medical in Tygerberg hospital and Metro East. Service delivery, teaching and training on the general obstetrics and gynaecology platform. Training and teaching undergraduate medical students and postgraduate students (Registrars in Obstetrics and Gynaecology).

ENQUIRIES: Prof GS Gebhardt at Tel No: (021) 938-4638 or Tel No: (021) 938-4661, or Email: Stefan.Gebhardt@westerncape.gov.za
APPLICATION: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. Please note that the aforesaid concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status”).

CLOSING DATE: 20 December 2019

POST 44/204: PHARMACY SUPERVISOR GRADE 1
Chief Directorate: Metro Health Services

SALARY: R821 205 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Symphony Way Community Day Centre

REQUIREMENTS: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the South African Pharmacy Council: Proof of current (2019) payment with the SAPC as Pharmacist. Experience: A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 4 years’ relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver’s (Code B/EB) licence. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the South African Pharmacy Council. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.

DUTIES: (key result areas/outputs): Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Manage, assess and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Ensure availability of quality medicine at all times with improved access to medicine and promote rational drug use. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist’s Assistants as well as development of pharmacy staff. Collection and submission of prescribed pharmaceutical data within the required timeframe.

ENQUIRIES: Mr C G Lintnaar, Tel No: (021) 918-1404 or email: Christiaan.G.Lintnaar@westerncape.gov.za

APPLICATION: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 20 December 2019

POST 44/205: ASSISTANT MANAGER NURSING (SPECIALTY: ONCOLOGY, PSYCHIATRY)

SALARY: R614 991 per annum (PN-B3)

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and surgical Nursing Science: Oncology or Advance Psychiatric Nursing Science. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a
Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge in Oncology or Advance Psychiatric Nursing Science. Leadership and the Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework; Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES: (key result areas/outputs): Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Functional Business FBU management principles and provide effective support: management of human, material and financial resources. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES: Mr A Mohamed, Tel No: (021) 404-2071
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 20 December 2019

POST 44/206: ASSISTANT MANAGER: NURSING (SPECIALTY AREA) AREA: NIGHT DUTY

SALARY: R614 119 per annum (PN-B4)
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. The following R212 qualifications are excluded, i.e. Nursing Education and Nursing Administration. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. At least 6 years of the period referred to above must be appropriate/recognisable experience in a specialty area after obtaining the 1-year post-basic qualification in one of the R212 qualifications mentioned above. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification/skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

DUTIES: (key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in the hospital on night duty. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment on night duty. Support the Nursing department and the institution.

ENQUIRIES: Ms F Marthinus, Tel No: (021) 938 4055 or email: Francilene.Marthinus@westerncape.gov.za
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
POST 44/207: ASSISTANT MANAGER NURSING (GENERAL AREA: NIGHT DUTY)
Chief Directorate: Metro Health Services

SALARY: R562 800 per annum (PNA-7)
CENTRE: Mitchells Plain District Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional nurse in General nursing and Midwifery with the SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Ability and willingness to work night duty which includes weekends, public holidays and overtime should a need arises. Ability to work under pressure, independently and in a multi-disciplinary team context. Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the clinical units and hospital on night duty; with conflict management, problem solving and decision-making skills and ability to facilitate training. Excellent communication skills (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of the SA Triage System; Nursing and other Healthcare Related Acts, regulations and policies governing Nursing practice; National Health Insurance; Sustainable Development Goals; Healthcare 2030 and the Public Service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint presentation).

DUTIES:
(key result areas/outputs): Clinical governance provide leadership and supervision for the provision of effect and efficient comprehensive holistic nursing care. Service delivery coordinate and manage the hospital and service units, effective bed and patient flow management, assist with meeting service delivery targets and the objectives of the Institution’s Annual Operational and strategic plans; build and maintain a network of professional relations to enhance service delivery. Quality Assurance coordinate and ensure implementation and adherence to quality assurance and improvement practice standards, protocols and indicators; monitor and evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical) Promote and maintain constructive working relationships with all internal and external stakeholders. Information management and utilisation of information technology – data collection, analysis and complex report writing.

ENQUIRIES: Ms A Brown, Tel No: (021) 377-4410/4781 or email: Aletta.Brown@westerncape.gov.za

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications"

NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 20 December 2019

POST 44/208: CLINICAL PROGRAMME COORDINATOR (CLINICAL NURSE TRAINING)
Chief Directorate: Metro Health Services

SALARY: R444 276 per annum (PN-A5)
CENTRE: Karl Bremer Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification with Midwifery that allows registration with SANC registration as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with the professional council: Current registration with SANC as a Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse in general nursing. Inherent requirements of the job: Willingness to assist accredited Training schools with external practical examination assessment of students as required. Willingness to work overtime and after hours to assist with hospital cover which may include public holiday,
weekends and night duty. Valid (Code EB) drivers’ licence. Competencies (knowledge/skills): Computer literacy (MS Office and Outlook). Appropriate experience in nursing training. Ability to facilitate training, critical and analytical thinking, reasoning and excellent interpersonal and leadership skills. Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the National Qualifications Framework; Skills Development Act; Department of Health Training policies and procedures. i.e. Study by Assignment; Community, Problem and Outcome Based Education. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES**: (key result areas/outputs): Management of the Clinical Training Unit – Effective supervision and leadership Strategic and annual operational planning; Implement advance technology (Multi-media training modules). Ensure the unit meet the regulatory SANC accreditation and Office of Health Standards Compliance for training. Clinical training program coordination – facilitate informal nurse education and in-service training; induction and orientation; manage basic and post basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher Educational Institutions regarding student matters. Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality assurance – Skills audits, training impact analysis; nursing education surveys and research; information management; Monitor and evaluate ward training programs, service quality, standard operating procedures and quality improvement programs. Delivering an effective support service to the Nursing Component and the institution.

**ENQUIRIES**: Ms ET Linden-Mars Tel No: (021) 918-1276

**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**: 20 December 2019

**POST 44/209**: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: PAEDIATRIC WARD)
Chief Directorate: Metro Health Services

**SALARY**: R444 276 per annum (PN-B3)

**CENTRE**: Karl Bremer Hospital

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills (MS Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of Financial Management. Appropriate knowledge/skills in general nursing science.

**DUTIES**: (key result areas/outputs): Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and
encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

**ENQUIRIES**
Ms E Linden-Mars, Tel No. (021) 918 1224

**APPLICATIONS**
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**CLOSING DATE**
20 December 2019

**POST 44/210**
**OPERATIONAL MANAGER NURSING (GENERAL)**

**SALARY**
R444 276 per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently, as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES**
(key result areas/outputs): Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**
Ms F Marthinus, Tel No: (021) 938-4000

**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. Shortlisted candidates may be required to do a competency test as part of the interview process.

**CLOSING DATE**
20 December 2019

**POST 44/211**
**CLINICAL PROGRAMME COORDINATOR: GRADE 1 (CLINICAL NURSE TRAINING)**
Chief Directorate: Rural Health Services

**SALARY**
R444 276 per annum (PN-A5)

**CENTRE**
George Regional Hospital

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing education, training, basic and post-basic nursing and good understanding of nursing code of ethics and professional practice of the SANC. Critical thinking
and ability to analyse systems and to prepare reports. Computer literacy in MS Word, Excel, Outlook and PowerPoint.

DUTIES: (key result areas/outputs): Coordinate the development and implementation of induction/orientation programmes for nursing personnel. Coordinate the development of learning opportunities for all nursing personnel. Manage and administer the implementation of the informal nurse training programmes and assist with formal clinical training programmes. Manage the clinical accompaniment/mentorship programmes within the Nursing component.

ENQUIRIES: Ms GE Sellars, Tel. No: (044) 802-4356/7 or email: Getruida.Sellars@westerncape.gov.za

APPLICATION: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 20 December 2019

POST 44/212: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)
Central Karoo District

SALARY:
Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2) (Plus a non-pensionable rural allowance of 12% of the basic salary)

CENTRE: Murraysburg Community Clinic

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-Basic nursing qualification with 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 Professional Nurse. 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

DUTIES: (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO’s. Collect data and submit reports. Provide PHC services to the surrounding farming communities.

ENQUIRIES: SR FK Fass, Tel No: (049) 844-0021

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE: 20 December 2019

POST 44/213: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (2 POSTS)
Chief Directorate: Metro Health Services

SALARY:
Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)

CENTRE: Du Noon Community Health Centre

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification, with 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 Professional Nurse 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 the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies and ability to facilitate and promote training. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

**DUTIES**: (key result areas/outputs): Render an effective and continuous comprehensive nursing treatment care to patients. Ensure that services are rendered in a cost effective manner. Work as part of the multi-disciplinary team to ensure good nursing care. Promote and perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

**ENQUIRIES**: 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. 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**: 20 December 2019

**POST 44/214**: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: TRAUMA AND EMERGENCY)

Chief Directorate: Metro Health Services

**SALARY**: Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)

**CENTRE**: Du Noon Community Health Centre

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, GroupWise and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

**DUTIES**: (key result areas/outputs): Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard
operating procedures. Ensure efficient and accurate documentation, statistical
data collection capturing and participation in research activities. Liaise, advise
and effectively communicate with the relevant internal and external
stakeholders for continuity of client care.

ENQUIRIES : Mr W Caesar, Tel No: (021) 200-4500
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
(clic\k “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 : 20 December 2019

POST 44/215 : CLINICAL CODING TRAINER AND CAPACITY BUILDING
Chief Directorate: Rural Health Services
(12 Months Contract)

SALARY : R316 791 per annum plus 37% in lieu of service benefits.
CENTRE : Mossel Bay

REQUIREMENTS : Minimum educational qualification: A health-related three-year National
Diploma or Degree registrable with the Health Professions Council of South
Africa (HPCSA) or the South African Nursing Council (SANC) with
experience/competencies. Experience: Appropriate experience and
knowledge of ICD-10 Diagnostic Coding up to Basic level in South Africa.
Experience and knowledge of Procedural coding in South Africa would be an
advantage. Appropriate xperience in Training and Development of Training
material. Inherent requirements of the job: Valid unendorsed (Code B/EB)
driver’s licence (learners licence will also be considered). Willingness to travel
on a regular basis away from work place to visit Healthcare Facilities that fall
under the Western Cape Department of Health. Competencies
(knowledge/skills): Excellent written and verbal communication skills in at least
two of the three official languages of the Western Cape. Excellent presentation,
facilitation and training skills and abilities. Ability to work independently and
within a team. Willingness to be trained as a trainer.

DUTIES : (key result areas/outputs): Maintain and revise training
manuals/presentations/user guides, deliver formal training to Clinical and
Administrative staff to improve Clinical Coding accuracy and
comprehensiveness, optimal revenue generation and management in all the
Institutions of the WCG: Health (including latest Finance Instructions, system
enhancements, etc.). Establish the training needs of institutions and plan
training sessions including making necessary arrangements for training,
workshops and presentations. Evaluate training and update skills inventories
in respect of the allocated institutions and provide feedback of training to
management of the relevant institution. Professional communication both
telephonically and in writing with all role players. Accurate record keeping and
accurate and timeous distribution of training material. General office and ad-
hoc duties.

ENQUIRIES : Mr F Vorster, Tel No: (021) 826 5741, E-mail:
Frans.Vorster@westerncape.gov.za
APPLICATION : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2019

POST 44/216 : SPECIALIST FORENSIC INVESTIGATOR

SALARY : R316 791 per annum
CENTRE : Forensic Pathology Services Tygerberg, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Extensive experience in a Local Criminal Record Centre (LCRC)
Environment with a high proficiency in specialising photographic skills that
includes ALS, photography, impression photography and evidence
photography. Extensive experience in Death Scene Investigation and within
the Autopsy environment. Inherent requirement of the job: Must have
completed the adjudication panel certification fingerprint expert status, from an
adjudication panel. No criminal record. Successfully completed courses in
Advance Crime Scene Investigation, processing, forensic Biology incl, presumptive testing Forensic Ballistics, Forensic Trace Evidence, Forensic Chemistry, DNA evidence recovery, Videography, Plan drawing and Expert Witness Testimony. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Above average computer skills in at least MS Excel, MS Word, Computer Aided Design package (CAD), Ms PowerPoint and Photoshop will be an advantage. Additional courses in Fingerprinting, Fingerprint Comparison, specialized digital photography and ultra violet photography, use of various light sources and color filters and fluorescent fingerprint powders. Be willing to train Forensic Pathology Officers in death scene investigation and photography. Can effectively use Alternate Light Sources (ALS) through various spectrums and filters. Fluency in two of the three official languages in the Western Cape. Meticulous note taking, recording and the proficiency in the delivery of such testimony in any Court of Law and can develop a Portfolio of Evidence (POE) in court.

DUTIES : (key result areas/outputs): Assist with the identification of unidentified person by mean of fingerprinting and fingerprint comparisons. Attend the autopsy proves and conduct specialized photography on request for the Forensic Pathologist and perform fingerprinting in complex cases. Conduct a comprehensive death scene investigation and perform specialised forensic investigation to identify, extract and preserve evidence, record and present such in a Court of Law including assisting the FPO with developing a Portfolio of Evidence. To assist all mass incidents scenes. Training, lecturing and mentoring of Forensic Pathology Officers in Death Scene and Forensic Investigations.

ENQUIRIES : Mr K Jones Tel No: (021) 826 5742/5734 or email: Kevin.Jones@westerncape.gov.za

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post. 20 December 2019

POST 44/217 : CASE MANAGER

SALARY : R316 791 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD-10 Coding) with procedure codes. Knowledge of the Uniform Patient Fee Schedule (UPFS) and ability to perform clinical audits on patient accounts. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate (Microsoft Office). Ability to work under pressure, handle a high work volume and meet strict deadlines. Knowledge of the Medical Schemes Act 131 of 1998 and relevant PMB Regulations. Clinical background will serve as an advantage.

DUTIES : (key result areas/outputs): Manage the workflow and personnel of the Case Management department. Manage and implement Case Management policies, protocols and procedures in the hospital. Liaise with funders, Managed Care Organisations and Administrators with regards to MHC policies, protocols, optimal fund utilisation, clinical information and diagnostic and procedural coding. Conduct clinical audits of patients’ accounts and ensure clinical auditing of the account controllers is accurate. Complete queries/requests of the Medical Scheme follow-up section timeously, including motivational letters, authorisation, concurrent review of update of patient clinical information i.e., length of stay, level of care clinical coding and PMB identification etc. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Compile weekly/monthly reports to be distributed to management and the relevant departments. Provide quotations to all patient classifications.

ENQUIRIES : Ms J Jooste, Tel No: (021) 938-4140 or email address: Jennifer.Jooste@westerncape.gov.za

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post. 20 December 2019
POST 44/218: ADMINISTRATION CLERK: ADMISSIONS
Cape Winelands Health District
SALARY: R173 703 per annum
CENTRE: Drakenstein Sub-district, TC Newman Community Day Clinic
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Health Information Systems of the Department (e.g. PHCIS, TIER.Net, Sinjani, Clinicom). Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel, PHCIS.) Basic routine health information system for data captures (HISDC Project).
ENQUIRIES: Ms J Bosch, Tel No: (021) 862-4520
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: 27 December 2019

POST 44/219: SECURITY OFFICER
SALARY: R122 595 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience as a Security Officer. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis. Valid (Code B/EB) driver’s licence. Must be registered with PSIRA. Must be physically fit. Competencies (knowledge/skills): Proficiency in English (both written and verbal) as well as one of the two official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.
DUTIES: (key result areas/outputs): Ensure access/egress control. Patrolling of buildings, parking areas and perimeter fencing. Control of parking areas. Taking and writing of statements. Investigation of crimes and incidents. Giving of evidence at Court or disciplinary inquiries. Controlling of all hospital keys. Supervise outsourced security officers.
ENQUIRIES: Mr S Ndzuzo, Tel No: (021) 404-3111
APPLICATIONS: Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Mr M Benjamin
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 December 2019