PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 45 OF 2019
DATE ISSUED: 13 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.

AMENDMENT: EASTERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM: Kindly note that all the posts advertised in Public Service Vacancy Circular 44 dated 06 December 2019, they have been withdrawn.
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### PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF DEFENCE

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

ANNEXURE A

MANAGEMENT ECHELON

POST 45/01 : DIRECTOR CLUSTER MANAGEMENT REF NO: DPSP 38/19

SALARY : R1 057 326 per annum (Level 13)
CENTRE : Defence Policy, Strategy and Planning Division, Chief Directorate Defence Policy, Directorate Cluster Management. Pretoria

REQUIREMENTS : Bachelor’s Degree preferable Masters Strategic Defence Economics or Journalism (NQF Level 6/7 preferable). Other languages included B Degree, Degree in Journalism and postgraduate training in languages will be a recommendation, 5 years’ experience at middle management level. Special Requirements (skills needed). Knowledge of the DOD Culture, Strong administrative skills, Research, analytical and problem solving skills, Policy writing ability, Strategic capability and leadership, financial management, people management and empowerment.

DUTIES : Provide strategic direction to the Directorate. Provide an internal support service to the Directorate. Provide an administrative support service wrt DOD cluster activities to the Secretary for Defence and C SANDF. Establish and maintain a cluster management system. Aligning defence policy with Government policy and statutory provisions. Monitor and review the implementation of defence policy.

ENQUIRIES : Ms Z. Slabbert Tel No: (012) 355-5634/5210
APPLICATIONS : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001.

NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services 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 etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than three months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve
(12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

**CLOSING DATE**

10 January 2020 16:00

**OTHER POSTS**

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**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Defence Corporation Communication, DHQ, Pretoria

**REQUIREMENTS**

A BA Degree (NQF 7) Hours Degree in English, Journalism and or Communication with 5 to years’ experience as writer/journalist. Grade 12/equivalent with a with ten (10) years’ experience without qualification. Special requirements (skills needed): Successful completion of a language test compiled by the Dept of Arts, Culture, Science and Technology. Ability to formulate and present the message in such a way as to enhance the effectiveness of the communication. Ability to assimilate a large amount of information and present the gist of the matter logically and sensibly. The ability to improve the language standard and grammatical content of written material. Adhere to prescriptions of the established Speech Directive. Perform within accepted language standards. Adhere to prescriptions of the Language Policy as established by D Lang. Computer and suitable software for editing/writing purposes. Language books for reference purposes. Access to newspapers/media/military documents/policies to gain relevant background information. Access to research capacity and higher levels of command to obtain up-to-date and specialised information, as well as authorisation.

**DUTIES**

Edit and proof-reading of written material in the form of bulletins, articles, speeches, brochures, forewords, etc. Provide expert advice on language-related matters. Perform limited information gathering (including interviews) to obtain relevant information. Assist with the collating, writing and rewriting of material for publications, bulletins, speeches or other requirements. Provide written material in the form of bulletins, articles, speeches, brochures, forewords, etc. Arrange for translations in vernacular or foreign languages.

**ENQUIRIES**

Lt Col N.N. Hams Tel No: (012) 355 6315. Fsgt S.L.L. Mafanya Tel No: (012) 355 6322

**APPLICATIONS**

Department of Defence, Corporate Communication, South African National Defence, Private Bag X161, Pretoria 0001 or May be hand delivered at c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045.

**NOTE**

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

CLOSING DATE: 11 January 2020 at 16:00

POST 45/03: INTERNET ADMINISTRATION REF NO: DCC/39/61/02

SALARY: R376 596 per annum (Level 09)

CENTRE: National Diploma in Computer Science/Information Technology and or Communication with 5 years’ relevant (IT) experience or Grade 12 equivalent with ten (10) years relevant (IT) experience Special requirements (skills needed): Web Courses: Front Page, CorelDraw, Photoshop, Dreamweaver, Flash, HTML, DHTML, JavaScript, Web Publishing, Internet Browser & e-mail expertise, MS Windows XP Professional, MS Office XP 2003 (MS Word, MS Excel, MS PowerPoint). Web competency skills: Familiar with web publishing and design. Computer Skills: Familiar with MS Word, Outlook, Excel, Front Page and PowerPoint. Project & Configuration Management: Complete understanding and ability to implement and control project administration, including management, tracking and systems processes. Interpersonal skills: Generate excellent relationships with superiors, subordinates and peers. Decision-making skills: Situation assessment: initiate actions, take decisions, make recommendations and take accountability and responsibility for decisions.

DUTIES: Liaison with Legal Services and SDCI on all legal security related matters. Coordinate and manage website content related matters with the HOC, GITO and CMIS. General Management and control of the DOD Internet Website. Advise and assist in the formulation and promulgation of the Internet policy to all relevant role players. Establish procedures for publishing including norms and standards. Attend DCC, CMI and SITA meetings as required. Ensure that the DOD Internet website content is managed and controlled by the DOD Internet Content Manager in a coordinated and standardized way. Design, maintain and publish the DOD Internet and Intranet Website Portals. Manage and control all DOD Internet sub websites eg. SA Army, SAAF, SA Navy, SAMHS etc. Manage and control the Internet Infrastructure Resources and Services. Ensure that the DOD Intranet website content is managed and controlled by the DOD Internet Content Manager in a coordinated and standardised way. General Management and control of the DOD Intranet Website. Manage the sections Budget and the DOD Internet Services Provider (ISP) Tender Contract.

ENQUIRIES: Lt Col N.N. Hams, Tel No: (012) 355 6315. Fsgt S.L.L. Mafanya Tel No: (012) 355 6322.

APPLICATIONS: Department of Defence, Corporate Communication, South African National Defence, Private Bag X161, Pretoria 0001 or May be hand delivered at c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045.

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

CLOSING DATE

11 January 2020 at 16:00

POST 45/04

JOURNALIST REF NO: DCC/39/61/03

SALARY

R316 791 per annum (Level 08)

CENTRE

Defence Corporation Communication. Pretoria

REQUIREMENT

A BA Degree (NQF 7) in English, Journalism, Communication and or National Diploma with a minimum RVQ of 13 in PR, Newspaper or magazine journalism. Special requirements (skills needed): Ability to reach and access to locations and units where events/activities occur and of which information is sought. Organisational structure and close interaction with the rest of the Communication Service. Sufficient (state) funds allocations. Adequate information technology systems. Military background to ensure accuracy of reporting on technical matters.

DUTIES

Write news or magazine articles. Co-operation with other Arm of Service publications. Support the DoD Communication Service’s communication efforts. Ensure own journalistic development. Day-to-day sustenance and maintenance. Participate in editorial meetings and execute the Editor’s planning wrt the contents of each edition of the magazine. Provide news coverage of DoD operations, events, visits and activities. As directed or on own initiative, research and or gather information for news and or magazine articles to comply with the editorial mix and policy. Liaise with sources in terms of initial contact, obtaining clearances, enquiries and requests. Clear completed articles for accuracy with the information source and, if necessary, with the relevant security authorities. Ensure that all material submitted for publication is of high editorial standard. Take photographs where necessary to illustrate articles. Ensure that articles are produced timeously so that the printing and distribution of the magazine meets printing and distribution schedules. Assist the Editor with proof-reading duties where so requested. Assist the editor in reading of proofs at the printers when instructed. Read readers’ letters, ascertain whether they can be published, liaise with correct and relevant authorities to obtain answers to questions and problems and refer problems and questions to applicable authorities in the DOD. Type in and process articles from other sources.

ENQUIRIES

Lt Col N.N. Hams, Tel No: (012) 355 6315. Fsgt S.L.L. Mafanya Tel No: (012) 355 6322

APPLICATIONS

Department of Defence, Corporate Communication, South African National Defence, Private Bag X161, Pretoria 0001 or May be hand delivered at c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045.

NOTE

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CLOSING DATE: 11 January 2020 at 16:00

POST 45/05: FINANCE CLERK REF NO: CFO 19/7/1
Financial Management Division
Directorate Stores, Services and Related Payments (DSSRP)

SALARY: R173 703 per annum (Level 05)

CENTRE: Finance Accounting Service Centres FASC Waterkloof, Pretoria

REQUIREMENTS:
Minimum requirements: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying financial policies and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems will serve as a strong recommendation. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to undergo training at Finance Education, Training and Development Centre as the successful candidate will be required to complete all relevant courses. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's licence.

DUTIES:
Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policies, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

ENQUIRIES: Mr T.T. Nyuswa Tel No: (012) 392 2890

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE: The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services 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 etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than three months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and
Driver's license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, African females, white males, Indian males, Indian females, Coloured males and People with disability.

CLOSING DATE : 10 January 2020 16:00

POST 45/06 : FINANCE CLERK REF NO: CFO 19/7/2
Financial Management Division
Directorate Stores, Services and Related Payments (DSSRP)

SALARY : R173 703 per annum (Level 05)
CENTRE : Finance Accounting Service Centres FASC Kimberly (FASO Jan Kempdorp), Kimberly

REQUIREMENTS : Minimum requirements: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying financial policies and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems will serve as a strong recommendation. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to undergo training at Finance Education, Training and Development Centre as the successful candidate will be required to complete all relevant courses. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's licence.

DUTIES : Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policies, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of Telkom accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

ENQUIRIES : Mr T.T. Nyuswa Tel No: (012) 392 2890
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

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CLOSING DATE: 10 January 2020 16:00
DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE: 03 January 2020 at 16:00

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 6 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

POST 45/07: CHIEF DIRECTOR: COID SERVICES REF NO: HR 5/1/2/3/71

SALARY: R1 251 183 per annum (All Inclusive)

CENTRE: Compensation Fund, Pretoria

REQUIREMENTS:


DUTIES:

Oversee the provision of the Compensation Benefits services. Oversee and provide strategic direction on the employer’s services and compliance management functions of the Compensation Fund. Strategically monitor the
fund’s Treasury, Investment and Actuarial services. Manage operations and resources (Human, Finance, Equipment, Assets) of the Chief Directorate.

ENQUIRIES: Mr V Mafata Tel No: (012) 319 9495
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 45/08: DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/19/12/15HO

SALARY: R1 057 326 per annum (All inclusive)
CENTRE: Provincial Office: Free State

DUTIES: Manage work seeker services (registration of work seekers and employment counselling) within the Province. Manage employer services within the Province. (Placement, registration of Private Employment Agencies/ Temporary Employment Service and employment of foreign Nationals). Manage the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation of Policies, Standards, Annual Performance Plan and Work Plan. Manage all the resources of the business unit.

ENQUIRIES: Mr. Xola Sicwebu Tel No: (012) 309 4382
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 45/09: DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: HR4/19/12/17HO

SALARY: R1 057 326 per annum (All inclusive)
CENTRE: Head Office, Pretoria

DUTIES: Develop and co-ordinate information to provide advice regarding information communication technology systems. Manage the ICT risks and regulatory compliance for the Department. Manage Information Security for the Department. Manage ICT Governance for the Department. Develop effective system of managing information for the Department. Create an enabling environment for managers to perform their functions effectively and efficiently. Manage resources in the directorate.

ENQUIRIES: Mr A Maholela Tel No: (012) 309 4550
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
OTHER POSTS

POST 45/10 : DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/69

SALARY : R733 257 per annum (All Inclusive)
CENTRE : Compensation Fund, Pretoria

DUTIES : Manage risk management services within the Fund. Manage the execution of risk assessments and profiling. Manage risk awareness, education and training programmes. Manage resources in the sub directorate.

ENQUIRIES : Ms L Kgoele Tel No: (012) 319 9295
APPLICATIONS : P O Box 955, Pretoria, 0001 or hand delivers at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 45/11 : COUNSELLOR REF NO: HR4/4/4/03/09

SALARY : Grade 1: R579 147 – R642 765 (OSD)
Grade 2: R662 190 – R734 928 (OSD)
Grade 3: R750 024 – R832 398 (OSD)
CENTRE : Ficksburg Labour Centre

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES : Ms N Mahlangu Tel No: (051) 505 6247
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
FOR ATTENTION : Human Resources Management, Bloemfontein.
POST 45/12 : EMPLOYMENT SERVICE PRACTITIONER (ESP3) REF NO: HR 4/4/10/146

SALARY : R470 040 per annum
CENTRE : Cape Town Labour Centre
DUTIES : Coordinate and maintain the relationship within Employment Services stakeholders. Manage the provisions of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES legislations to the clients. Provide administrative support to PES Labour Centres. Manage all the resources of the division.
ENQUIRIES : Ms. Z Maimane Tel No: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Corner Riebeeck and Long Street.
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 45/13 : ASSISTANT DIRECTOR: SCSF PROGRAMS REF NO: HR 5/1/2/3/64

SALARY : R470 040 per annum
CENTRE : Compensation Fund, Pretoria
DUTIES : Coordinate and analyse of proposal application of funds, Co-ordinate funded projects to ensure compliance with the requirements of the Department. Provide secretariat support service to the Strengthening Civil Society Committee Fund (SCSC).
ENQUIRIES : Mr S Dlamini Tel No: (012) 406 5763
APPLICATIONS : P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 45/14 : ASSISTANT DIRECTOR: FRAUD PREVENTION AND INTEGRITY MANAGEMENT REF NO: HR 5/1/2/3/68

SALARY : R376 596 per annum
CENTRE : Compensation Fund, Pretoria

**DUTIES:**
Provide inputs into the development of fraud prevention and integrity management strategies, policies and procedures. Co-ordinate and implement the developed fraud prevention policies and procedures. Co-ordinate the anti-fraud and corruption training programme. Co-ordinate and implement various fraud detection techniques and cybercrime in the Fund. Implement and maintain fraud prevention best practices.

**ENQUIRIES:**
Mr JM Ngapo Tel No: (012) 406 5698

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

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

**POST 45/15**
**ASSISTANT DIRECTOR: POLICY COORDINATION, MONITORING AND EVALUATION REF NO: HR 5/1/2/3/67**

**SALARY:**
R376 596 per annum

**CENTRE:**
Compensation Fund, Pretoria

**REQUIREMENTS:**

**DUTIES:**
Facilitate the implementation of policy development strategy and guideline within the Compensation Fund. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set research agenda, provide policy support, development processes and maintain repository. Conduct the advocacy session for redefined and newly developed policies.

**ENQUIRIES:**
Mr MJ Ledwaba Tel No: (012) 406 5664

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

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

**POST 45/16**
**ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/66 (X2 POSTS)**

**SALARY:**
R376 596 per annum

**CENTRE**
Compensation Fund, Pretoria

**REQUIREMENTS**: A three year qualification in Industrial Psychology/Management Services/Operations Management/Production Management/ Human Resource Management/Public Management/Business Management with Applied Organisational Development certificate or Management Services certificate). 4 years functional experience in organisational development and/or
change management at Senior Practitioner level (SL8) or equivalent level
Knowledge: Relevant stakeholders. Technical knowledge. Organizational Development and Change Management, models processes and techniques
DUTIES: Co-ordinate and develop the Change Management intervention plans for the Fund. Provide support to the Change Projects within the Fund. Co-ordinate the implementation of Change Management processes. Facilitate the implementation of transformation programmes. Management of resources.
ENQUIRIES: Ms P Teffo Tel No: (012) 406 5684
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 45/17: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: HR 5/1/2/3/65
SALARY: R376 596 per annum
CENTRE: Compensation Fund, Pretoria
DUTIES: Coordinate the implementation of the performance management system. Provide performance management advisory support services for the Fund. Implement effective PMDS strategies, policies and best practices. Management of resources.
ENQUIRIES: Mr NW Khuzwayo Tel No: (012) 406 5696
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 45/18: ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: HR 5/1/2/3/63
SALARY: R376 596 per annum
CENTRE: Compensation Fund, Pretoria

**DUTIES**: Facilitate and control charts of accounts in General Ledger. Perform General Ledger activities tasks. Collate and Prepare Reports. Assist in the management of the sub-directorate.

**ENQUIRIES**: Ms M Munonde Tel No: (012) 406-5604

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

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

**POST 45/19**

**TECHNICIAN: TELECOMMUNICATIONS REF NO: HR 5/1/2/3/62**

(Re-Advert)

**SALARY**

R316 791 per annum

**CENTER**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES**

Provide telecommunication maintenance services in the Fund. Report Telkom infrastructure when there is a failure. Maintain the safe working environment by following the standards and policies. Develop and maintain telecommunication database.

**ENQUIRIES**

Mr J Morris Tel No: (012) 319 9429

**APPLICATIONS**

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

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

**POST 45/20**

**SENIOR PRACTITIONER: ASSURANCE AND COMPLIANCE AUDITS REF NO: HR 5/1/2/3/61**

**SALARY**

R316 791 per annum

**CENTER**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES**

Assist in Planning Compliance and Assurance audit engagements. Conduct Compliance and Assurance audit engagements. Communicate Compliance and Assurance audit results. Follow up the implementation of Compliance and Assurance audit recommendations. Compile an audit file.

**ENQUIRIES**

Mr M Matambele Tel No: (012) 406 5815

**APPLICATIONS**

P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 45/21: PRACTITIONER: PRIVATE EMPLOYERS REF NO: HR 5/1/2/3/60 (X13 POSTS)
(12 Months Contract)
Re-Advert

SALARY: R316 791 per annum
CENTRE: Compensation Fund, Pretoria
DUTIES: Administer claim registration. Adjudicate registered customer claims. Render administrative duties.
ENQUIRIES: Mr T Khanyile Tel No: (082) 314 1994
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 45/22: SENIOR PRACTITIONER: BILLING AND CLINICAL REF NO: HR 5/1/2/3/59
Re-advert

SALARY: R316 791 per annum
CENTRE: Compensation Fund, Pretoria
DUTIES: Coordinate the process of billing and coding, publishing of tariffs and loading of tariffs on the system. Review and implement business rules on the operational system for processing. Implement the systematic recording of COIDA tariffs and other medical tariffs. Supervision of staff.
ENQUIRIES: Ms D Nkabinde Tel No: (012) 406 5666
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 45/23: SENIOR PRACTITIONER: PERFORMANCE AUDIT REF NO: HR 5/1/2/3/58
Re-advert

SALARY: R316 791 per annum
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS: A three year qualification in Internal Audit/Accounting/Cost and Management Accounting. 2 years functional experience in performance audit environment. Internal Audit Technician (IAT) will be an added advantage. Registration with the Institute of Internal Auditors Knowledge: Compensation Fund, policies,

**DUTIES:**
- Assist in planning Performance Audit engagements.
- Conduct Performance Audit engagements.
- Communicate Performance Audit results.
- Follow up the implementation of Performance Audit recommendations.
- Compile Performance Audit file.

**ENQUIRIES:**
- Mr S Zwane Tel No: (082) 310 4510

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

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

**POST 45/24:**
- **MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/4/11/08**
- Re-Advertisement (everyone must apply)

**SALARY:**
- Grade 1: R256 905 - R297 825 per annum (OSD)
- Grade 2: R315 963 - R362 865 per annum (OSD)
- Grade 3: R383 226 - R485 475 per annum (OSD)

**CENTRE:**
- Provincial Office: Gauteng

**REQUIREMENTS:**
- Four (4) years degree/Three (3) years diploma in Nursing. Post Basic Diploma in Occupational Health/Theatre Technique/Critical Care will be an Advantage.
- Valid Driver’s licence is required. Experience: Minimum of ten (10) years’ experience in trauma/emergency, internal medicine/general surgery/orthopaedics/theatre at regional public hospital level or private hospital, gained after registration, Experience in medical claims processing/insurance environment. **Grade 1:** 2 to 9 years’ experience gained after registration. **Grade 2:** 10-19 years’ experience gained after registration. **Grade 3:** 20 years’ experience gained after registration.

**DUTIES:**
- Coordinate early rehabilitation intervention according to beneficiaries needs.
- Provide early rehabilitation intervention according to beneficiaries needs.
- Facilitate early return to work and community re-integration programmes Maintain relationships and empower all internal and external stakeholders.

**ENQUIRIES:**
- Ms P Mafata/Ms D Nkabinde Tel No: (011) 853 0478

**APPLICATIONS:**
- Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**FOR ATTENTION:**
- Sub-directorate: Human Resources Management, Gauteng.

**POST 45/25:**
- **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/4/11/09 (X3 POSTS)**
- Re-Advertisement (everyone must apply)

**SALARY:**
- Grade 1: R256 905 – R297 825 per annum (OSD)
- Grade 2: R315 962 – R362 865 per annum (OSD)
- Grade 3: R383 226 - R485 475 per annum (OSD)

**CENTRE:**
- Labour Centre: Mamelodi (X1 Post)
  - Labour Centre: Vereeniging (X1 Post)
  - Labour Centre: Johannesburg (X1 Post)

**REQUIREMENTS:**
- Four (4) years nursing degree/three year’s diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage with
minimum ten years’ experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre gained after registration and experience in medical claims processing/insurance environment. Registration with the South African Nursing Council. Grade 1: 2 to 9 years’ experience gained after registration. Grade 2: 10-19 years’ experience gained after registration. Grade 3: 20 years’ experience gained after registration.

Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES:

provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES:

Ms P Mafata/Ms D Nkabinde Tel No: (011) 853 0478

APPLICATIONS:

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

FOR ATTENTION:

Sub-directorate: Human Resources Management, Gauteng.

POST 45/26:

INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR 5/1/23/70

(3 Years Contract)

SALARY:

The Chairperson shall be compensated according to rates approved by the Department of Employment and Labour.

CENTRE:

Compensation Fund, Pretoria.

REQUIREMENTS:

The ideal candidate should have the following: Bachelor’s Degree in Risk Management, Internal Auditing or Accounting, and further qualifications at NOF level 9. CA (SA), CIMA or CIA designation will be an added advantage. 10 to 20 years of management experience gained from audit/risk Management environment within the medical aid and/or insurance Industry. 5 to 10 years’ experience as non-executive member or Chairperson in governance structures within the medical aid and/or insurance Industry. Excellent knowledge and application of the Public Finance Management Act, Compensation of Occupational Injuries and Diseases Act, Prevention of Organised Crime Act, Prevention and Combating of Corrupt Activities Act, COSO Risk Management framework, ISO 3100, ISO 22301, Public Sector Risk Management Framework, King IV Report on Good Corporate Governance, Generally Accepted Compliance Practice Framework from the Compliance Institute of Southern Africa (CISA). Knowledge and understanding of internal controls. Knowledge and experience of the ICT governance will be an added advantage. Knowledge and experience of the pension fund/ insurance will be an added advantage. Demonstrate ability to dedicate time to the activities of the Department of Employment and Labour, Compensation Fund. Demonstrate ability to probe, analyse complex issues with reasoning abilities and good communication skills. The candidate must not be a government employee. Job description: In terms of Section 38 of the Public Finance Management Act (PFMA), The Department of Employment and Labour, Compensation Fund calls on qualified and interested person to serve as a Chairperson of Risk Committee for three (3) years. Term of appointment: The appointment will be made for a period of 3 years’ subject to renewal at the discretion of the Department. The Chairperson will however not serve for more than two terms. This is not a full-time appointment.

The primary objective of the Risk Committee is to assist the Compensation Commissioner to discharge his/her duties in respect of risk management with an ultimate aim of achieving the Compensation Fund’s objectives. Review and monitor implementation of risk management framework, Policy and Charter within the Compensation Fund. Provide advice and recommendation on the Risk Profile of the Compensation Fund. Review the Risk Management and Anti-Fraud and Integrity Management Operational Plans. Evaluate and provide advice on the effectiveness of risk management processes. Evaluate the
The effectiveness of mitigating strategies to address the material risks of the Institution. Provide and advice the Audit Committee and the Advisory Board of the Compensation Fund on all risk related matters that affect the organisation through an independent report. Make recommendations to the DG and the Commissioner where action or improvement in the management of risks is required. Provide oversight on all fraud cases investigated. Oversee the implementation of ethics management programme. Evaluate the effectiveness of the implementation of the Anti-fraud and corruption. Review the Fund's procedures concerning the prevention and detection of fraud and financial crime. Review the adequacy of the Fund’s procedures for handling allegations from whistle blowers. Review any material findings and recommendations by assurance providers on the system of risk management and monitor that appropriate action is instituted to address the identified weaknesses.

**ENQUIRIES**: Mr V Mafata Tel No: (012) 319 9495

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

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

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**INTERNEMENT PROGRAMME FOR THE YEAR 2020/2021**

*The Department would like to invite qualifying graduates to apply to participate in an Internship Programme. The internship is meant to provide work exposure graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously and must be between the ages of 18-35.*

**POST 45/27**: **INTERNSHIP: BUSINESS PROCESS IMPROVEMENT AND QUALITY MANAGEMENT**

**REF NO:** HR 5/1/2/3/55 (X2 POSTS)

(24-Months Contract)

**STIPEND**: R6 747.75 per month

**CENTRE**: Compensation Fund, Pretoria

**REQUIREMENTS**: A three year tertiary qualification or an equivalent NQF 6 qualification in Industrial Engineering, Operations Management or Production Management. Applicants must be unemployed within the age of 18-35 and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

**ENQUIRIES**: Ms N Stuurman Tel No: (012) 406 5698

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

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

**POST 45/28**: **INTERNSHIP: ORGANISATIONAL DESIGN AND JOB EVALUATION**

**REF NO:** HR 5/1/2/3/54 (X2 POSTS)

(24-Months Contract)

**STIPEND**: R6 747.75 per month

**CENTRE**: Compensation Fund, Pretoria

**REQUIREMENTS**: A Three year qualification in Management Services or Production Management or Work Study or Operations Management. Applicants must be unemployed within the age of 18-35 and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

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

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

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

**POST 45/29**: **INTERNSHIP: BUSINESS CONTINUITY AND COMPLIANCE**

**REF NO:** HR 5/1/2/3/53 MANAGEMENT (X2 POSTS)

(24-Months Contract)

**STIPEND**: R6 747.75 per month
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS: A Three year qualification in Law/Risk Management/Internal Auditing. No experience required. Applicants must be unemployed within the age of 18-35 and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

ENQUIRIES: Ms K Nkabinde Tel No: (012) 319 9295
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
ANNEXURE C

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms T Moepi

CLOSING DATE: 06 January 2020 @ 12h00 Midday

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 45/30: TECHNICAL ADVISOR: NHI POLICY REF NO: NDOH 52/2019

Chief Directorate: Health Financing and NHI

SALARY: R1 251 183 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s degree/NQF 7 in Health Sciences/Public Health/Health Economics. A post graduate qualification in Health Economics will be a recommendation. At least five (5) years of experience, knowledge and skills in Health Economics, Health Policy Analysis and Planning, Project Management, Technical report writing, Financial Management, Project monitoring and evaluation and Public Health/Health system management. Good communication (written and verbal) and computer skills. Willingness to travel extensively and work irregular hours. A valid driver’s licence.

DUTIES: Support the processes for the finalisation of enabling legislation and regulations for NHI. Coordinate economic analysis and costing of components of NHI and contracting. Project management of the technical work relating to reimbursement system such as capitation, diagnosis related grouper, performance based reimbursement etc. Support the work of the various NHI Ministerial Advisory Committees. Support the implementation plan of establishing the NHI Fund.

ENQUIRIES: Dr T Pillay Tel No: (012) 395 8170
POST 45/31: CHIEF-DIRECTOR: TERTIARY HEALTH CARE PLANNING AND POLICY
REF NO: 53/2019
Chief Directorate: Tertiary Health Care Planning and Policy

SALARY: R1 251 183 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s degree or equivalent NQF 7 qualification in Public Health and/Management. Appropriate post graduate degree or equivalent qualification in Public Health and or Management will be an advantage. A minimum of five (5) years’ experience in Hospital Management at a senior management level. Experience must include Policy and Guideline development as well as Human Resources, Financial and Project Management. Knowledge of Public Policy and frameworks, legislative framework governed by all relevant Acts e.g. National Health Act and National Health Amendment Act, National Health Insurance Bill, Occupational Health and Safety Act. Knowledge of Public Finance Management Act (PFMA), DORA and Treasury Regulations etc. Knowledge of gazetting on the classification of the hospitals. Knowledge of Human Resource Policies and Application. Good leadership and problem solving, conflict and risk management, strategic and analytical, lateral thinking, stakeholder and relationship management, facilitation and negotiation, monitoring and evaluation and research, communication (written and verbal), reporting and computer office package skills. Ability to work independently and with a team. A valid driver’s licence.

DUTIES: Ensure equitable access to quality and affordable specialised, regional, tertiary and central hospital services. Strengthen local decision-making and accountability of central hospitals to facilitate semi-autonomy. Implement quality assurance programmes in the regional, tertiary and central hospitals to ensure patient safety and satisfaction. Ensure quality health care by improving compliance with National Core Standards at all Central, Tertiary, Regional and Specialised Hospitals. Oversee the National tertiary services grant. Monitor the development of the provincial business plans for the National Tertiary Services Grant. Improve the hospital management information systems. Ensure access to and efficient effective delivery of quality emergency medical services. Development of the EMS regulations as well as the framework for the Ideal EMS stations.

ENQUIRIES: Ms APR Cele Tel No: (012) 395 8522

POST 45/32: DIRECTOR: HOSPITAL MANAGEMENT REF NO: NDOH 54/2019
Chief Directorate: Hospital Management

SALARY: R1 057 326 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree or equivalent NQF level 7 qualification in Health profession. Post graduate qualification in Public Health or Health Management will be an added advantage. A minimum of five (5) years’ experience in Health Management at a middle management level. Experience in hospital management will be an added advantage. Experience must include Policy and Guideline development as well as Human Resources, Financial and Project Management. Knowledge of the National Health Act and other relevant legislation and prescripts as well as of General Healthcare Management and Healthcare Systems. Legislative framework governed by all relevant Acts. Knowledge of Public Finance Management Act (PFMA), DORA and Treasury Regulations etc. Good computer skills, communication (written and verbal), interpersonal, leadership, problem solving, conflict and risk management, facilitation and negotiation, reporting and strong strategic and analytical skills. Ability to work independently and with a team. A driver’s licence.

DUTIES: Ensure the development and alignment of the annual performance plan (APP) to the policies of the department. Revision of the regulations for classification

**ENQUIRIES** : Mr R Morewane at Tel No: (012) 395 8757
ANNEXURE D

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(IKHALA TVET COLLEGE)

APPLICATIONS: Should be directed to: Human Resources Section; Ikhala TVET College; Private Bag X7110 Queenstown; 5320.

CLOSING DATE: 08 January 2020

NOTE: To Apply: Applications must be submitted on a completed and signed Z83 form for lecturing posts, detailed CV, certified copy of green South African Identity Document and certified copies of all academic qualifications and credit records. Persons in possession of foreign qualifications MUST submit an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Certification stamp must not be older than 3 months on all qualifications. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Ikhala TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities and coloured females are encouraged to apply.

OTHER POSTS

POST 45/33: CAREER GUIDANCE OFFICER REF NO: IKHALA SS33/03/19

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

CENTRE: Sterkspruit Campus

REQUIREMENTS: Matric and A recognised 4-year Bachelor of Psychology Degree or equivalent qualification. Registration with HPCSA as a registered councillor or registered Psychometric. A valid driver’s licence is a prerequisite. At least one-year experience in the TVET sector.

DUTIES: Registration and enrolment support. Students counselling and referrals. Students career guidance support. Coordinate student wellness programs. Facilitate outreach programme for students. Assist with student’s events organisation and administration. Assist with placement of students.

ENQUIRIES: S. Makapela/ F Moni /N Singeni Tel No: (047) 873 8893/8855/8849 or Tel No: (073) 137 8405

POST 45/34: BURSARY CLERK REF NO: IKHALA SS34/03/19

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

CENTRE: Sterkspruit Campus

REQUIREMENTS: Grade 12/ NC (V) Level 4 or equivalent. National Senior Certificate/Grade 12/ NCV Level 4 with Mathematics and/or Accounting as a passed subject. A good understanding of DHET TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position. MS Excel skills will be determined during a practical that forms part of the verbal interview score. A driver’s licence will be an added advantage.

DUTIES: Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of DHET financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Collect student personal bank information for disbursement of allowances. Print student attendance report requisitions. Capture student allowance claims requisitions and submit to Finance Department to effect payment. Verify student accommodation with property owners. Be responsible for verbal and written enquiries from students, parents and other stakeholders.
on all funding. Perform general office administration. Attend and contribute to monthly section meeting and bursary committee meetings. Compile monthly, quarterly and final reports.

ENQUIRIES : S. Makapela/ F Moni /N Singeni Tel No: (047) 873 8893/8855/8849 or Tel No: (073) 137 8405

POST 45/35 : ADMIN CLERK: INFRASTRUCTURE REF NO: IKHALA AC35/03/19

SALARY : R173 703 per annum (Plus Benefits)

CENTRE : Ezibeleni Admin Centre


DUTIES : Coordinate all the administrative functions and office assistance of the Facilities Management Section. Assist delivery sites in drafting Annual Maintenance Plans and ensure compliance and implementation. Ensure Maintenance Plan for Admin Office is implemented. Compile and keep monthly record of all defects reported, completed and assigned. Assist with Fleet Management control and administration. Assist with the supervision and monitoring of cleaning/grounds personnel. Procuring of cleaning material. Assist the Assistant Director: Facilities Management in directing and coordinating the College physical facilities services by developing, maintaining, and monitoring plans for the condition, quality, and appearance of the College’s facilities, grounds and equipment; directing the activities of personnel engaged in physical facilities operations; managing construction projects as well as guide security, cleaning and emergency evacuation plans.

ENQUIRIES : S. Makapela/ F Moni /N Singeni Tel No: (047) 873 8893/8855/8849 or Tel No: (073) 137 8405
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE: 06 January 2020
NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner 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 drivers 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.

OTHER POSTS

POST 45/36: OFFICE MANAGER: STATE ATTORNEY REF NO: 19/191/SA

SALARY: R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: State Attorney: Durban
REQUIREMENTS: An appropriate Degree/ National Diploma in Public Administration (NQF6) or equivalent qualification; 3 years relevant experience of which one year should be at supervisory level; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service environment; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Interpersonal skills; Computer literacy (Ms Office, Intranet and Internet); Planning and organization skills; People management; Customer service orientation; The ability to work independently, under pressure and meet deadlines, yet as part of a team.
DUTIES: Key Performance Areas: Render administrative functions in the CLO branch; Manage finance and procurement of goods and services of the CLO branch; Direct and manage projects, implement systems and processes aimed at improving the Chief Litigation’s Office; Manage the registry, security, office building and budget services; Provide effective people management.
ENQUIRIES: Mr Kooko Tel No: (012) 315 1164
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.
NOTE: People with disabilities are encouraged to apply.

POST 45/37: ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 19/192/HR

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: National Office, Pretoria
REQUIREMENTS: Bachelor’s Degree/National Diploma in Human Resource Management or equivalent qualification at NQF6; A minimum of 3 years’ relevant experience as Human Resource Practitioner/Senior Human Resource Officer in Service Benefits; Knowledge and application of Public Service Prescripts; Knowledge of relevant HR management legislation and directives. Skills and
Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Planning and organizing skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills and decision making skills; Customer service orientation.

DUTIES: Key Performance Areas: Develop, review and monitor implementation of Service Benefits Policies; Assist with monitoring of the implementation of conditions of service and service benefits (leave, housing, IOD, terminations, long service recognition, overtime, relocation, pensions, etc); Monitor and implement new HR interventions introduced by the DPSA; Conduct analysis and complete reports in order to monitor performance on related areas; Provide effective people management.

ENQUIRIES: Ms M Qhamakoane Tel No: (012) 357 8591
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: People with disabilities are encouraged to apply.

POST 45/38: ASSISTANT DIRECTOR THIRD PARTY FUNDS: GUARDIAN FUNDS REF NO: 19/187/CFO

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

CENTRE: National Office: Pretoria

REQUIREMENTS: An appropriate Degree/National Diploma in Financial Management or equivalent qualification at NQF level 6; A minimum of 3 years working experience in a financial environment; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of Estates Act and relevant Guardian Funds (GF) Legislation; Knowledge and experience in Departmental directives such as, DFI, SOPS, GRAP Accounting etc. Skills and Competencies: Communication (written and verbal) skills; Computer literacy and spreadsheet skills; Customer focus and responsiveness; Planning, organizing and controlling skills; Ability to implement internal systems and control to ensure sound financial management; Problem solving and analysis skills; Monitoring and evaluation skills; Ability to work under pressure and meet daily deadlines; Ability to work in a team and independently.

DUTIES: Key Performance Areas: Provide accounting and technical oversight to Regions; Facilitate system development; Analyse and execute Project Management; Prepare GF financial statements; Execute audit readiness and preparation.

ENQUIRIES: Ms M. Qhamakoane Tel No: (012) 357 8591
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disability are encouraged to apply.

POST 45/39: ASSISTANT DIRECTOR THIRD PARTY FUNDS: REGIONAL SUPPORT REF NO: 19/188/CFO

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

CENTRE: National Office: Pretoria

REQUIREMENTS: An appropriate Degree/National Diploma in Financial Management or equivalent qualification at NQF level 6 with Accounting as a major subject; A minimum of 3 years’ experience in a financial environment; 3 years’ experience should be at supervisory level; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of Justice Administered Act, Regulations, Financial Instructions and Directives; Knowledge and experience in Third Party Funds Systems, DFI, SOPS, etc. Skills and Competencies: Communication (written and verbal) skills; Computer literacy and spreadsheet skills; Planning, organizing and controlling skills; Ability to implement internal systems and control to ensure sound financial management; Problem solving
and analysis skills; Monitoring and evaluation skills; Ability to work under pressure and meet daily deadlines; Ability to work in a team and independently.

**DUTIES**
Key Performance Areas: Manage MojaPay user access and system control; Manage Third Party Funds Regulatory; Manage client support and training; Facilitate financial reporting and audits; Provide effective people management.

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

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

**NOTE**
People with disability are encouraged to apply.

**POST 45/40**
**ASSISTANT DIRECTOR: TPF: STATE ATTORNEY**
**REF NO: 19/189/CFO**

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

**CENTRE**
National Office: Pretoria

**REQUIREMENTS**
An appropriate Degree/ National Diploma in Financial Management (NQF6) or equivalent qualification with Accounting as a major subject; A minimum of 5 years working experience in a financial environment of which 3 years should be at supervisory level; Knowledge of Justice Administered Act, Regulations, Financial instructions and Directives; Knowledge of other relevant departmental directives, such as DFI, SOPS; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of departmental TPF systems; A valid driver’s licence. Skills and Competencies: Communication (written and verbal) skills; Computer literacy and spreadsheet skills; Planning, organizing and controlling skills; Problem solving and analysis skills; Monitoring and evaluation skills; Financial management skills; Ability to work under pressure and meet daily deadlines; Ability to work in a team and independently.

**DUTIES**
Key Performance Areas: Manage State Attorney monies services; Manage Third Party Funds Regulatory and Organisational Business Partner; Manage Justice Administered Fund (JAF) Legacy, Reserve & Unclaimed Accounts; Manage payment run & clarification account services; Provide effective people management.

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

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

**NOTE**
People with disability are encouraged to apply.

**POST 45/41**
**ADMINISTRATIVE OFFICER (X2 POSTS)**

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

**CENTRE**
Magistrate Office, Noupoort Ref No: 50/19/NC
Magistrate Office, Springbok Ref No: 51/19/NC

**REQUIREMENTS**
A three (3) year Degree/National Diploma in Public Administration/Management or relevant equivalent qualification (NQF6); Two (2) years relevant experience in Office and District Administration, Departmental Financial and Cash flow Management systems Experience in Vote and Trust Account will be an added advantage Valid driver’s license Skills and Competencies: Supervisory skills; computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.

**DUTIES**
Key Performance Areas: Control documents Draft correspondence with members of the public, other organizations and other state departments Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects Facilitate training and development of clerical personnel Custody of reserve stock.

**ENQUIRIES**
Mr R. Muller Tel No: (053) 8021300

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

NOTE : Separate application must be made quoting the relevant reference number

POST 45/42 : ASSISTANT STATE ATTORNEY REF NO: 19/172/SA

SALARY : R301 452 – R847 047 per annum (LP3-LP6); (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney: Kimberley

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

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

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

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

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

POST 45/43 : PROVISIONING ADMINISTRATION OFFICER: ASSETS MANAGEMENT REF NO: 19/174/CFO

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

CENTRE REQUIREMENTS : National Office: Pretoria

REQUIREMENTS : An appropriate Degree/National Diploma in Commerce, Accounting or Management or Supply Chain Management or relevant qualification (NQF6); A minimum of 2 years relevant experience in financial/asset management or relevant experience; Knowledge of Public Financial Management Act, Supply Chain Management Framework and Asset Management Skills and Competencies: Computer skills (Ms Power Point, Ms Word, Ms Excel); Communication skills; Problem solving and analysis skills; Interpersonal relations; Creative thinking; Customer service orientation; Ability to work in a team and independently; Ability to work under pressure and be self-motivated.

DUTIES : Key Performance Areas: Render administrative support to asset management; Administer disposal and verification of leased assets; reconcile the accounting system with the asset register; provide effective people management.

ENQUIRIES APPLICATIONS : Ms N Joseph (012) 357 8646

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

NOTE : People with disabilities are encouraged to apply
The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

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

FOR ATTENTION: Ms L Mothala

CLOSING DATE: 03 January 2020

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

OTHER POST

POST 45/44: ADMINISTRATIVE ASSISTANT REF NO: 2018/09
Office of the Director-General

SALARY: R208 584 per annum
CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Chief Directorate: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Draft memoranda and any other correspondence. Manage the diary of the supervisor: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and email documents as required.

ENQUIRIES: Ms T Monyeki/Mr BS Mabogoane Tel No: (012) 336 5669/5667
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

The Department is an equal opportunity affirmative action employer. The employment decision shall be informed by the Department's intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference. For post within specific areas preference will be given to candidates who reside in the area. The Department reserves the right not to make any appointments.

APPLICATIONS: Department of Sport, Arts Culture and Recreation, Attention Recruitments Division - Human Resource Management, Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street Bloemfontein

CLOSING DATE: 03 January 2020

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department or in the internet at www.gov.za/documents. The fully completed and signed Z83 form 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 (Drivers’ license where applicable) as well as coy of Tax Registration Certificate that reflects a Tax Number. The certification must be original and dated within six (6) months as at the closing date of advertisement. Non-RSA citizens/Permanent Resident Permit Holder must attach a copy of their Permanent Residence Permits. Separate application must be submitted for every vacancy applied for. 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 in possession of a 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. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 45/45: CHIEF DIRECTOR: LIBRARY AND ARCHIVE SERVICES REF NO: 3000/31

Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R1 251 183 per annum. This all-inclusive 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 in terms of the applicable rules. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) the competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of a NQF level 7 qualification (A qualification in a Library related study field will serve as an advantage) Extensive working experience of which at least an 5 years should have be in a Senior Management position. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Good communication skills as communication with various stakeholders from different levels is required from the post Valid Driver’s License.

DUTIES: Provide Strategic advice and direction to the Library and Archive Services Chief Directorate, Information Management as well Information technology in consultation with IT Directorate. Accept full accountability for the financial planning of financial resource this includes voted as well as conditional grant funds. Contribute towards the promotion of intergovernmental relations/intra – governmental co-operations, including the co-ordination of the actions required
from the Chief Directorate within set legislation. Add value to the implementation of the Free State Growth and Development Strategy so as to improve the functioning of the Department as a whole. Establish where needed and/or maintain a policy and planning framework that provided a reference context for the functioning and uphold effective communication on all matter within the Chief Directorate within all stakeholders. Ensure effective functioning of the provincial library information service board and the provincial archives council.

ENQUIRIES : Ms Lerato Twala Tel No: (051) 410 3687/066 479 1247

POST 45/46 : DIRECTOR: LIBRARY SERVICES REF NO: 3100/32
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R1 057 326 per annum. (This all-inclusive 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 in term of the applicable rules. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) the competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.)

CENTRE REQUIREMENTS : Bloemfontein

Applicants must be in possession of a NQF level 7 qualification in a Library and Information related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver’s License.

DUTIES : Provide Strategic advice and direction to the Library Services Directorate, to ensure operational effectiveness of all public libraries within the province as well as the establishment of a professional support service as well the creation of an enabling environment for the development, transformation and promotion of sustainable library and information services. The monitoring and evaluation of programs presented by library services to ensure the promotion of libraries to ensure optimal utilization of resources available within the libraries. Manage the budget (Voted and Conditional grant funding) and expenditure on library operations, library collections and infrastructure/facilities. Direct management of middle managers with indirect responsibility towards assets, human and financial resources within various Sub-Directorates that reports to the Director. Analyse various research outputs provided by middle managers and prepare related management reports.

ENQUIRIES : Ms Lerato Twala Tel No: (051) 410 3687/066 479 1247

POST 45/47 : DIRECTOR: HERITAGE MUSEUM & LANGUAGE SERVICES REF NO: 2200/15
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R1 057 326 per annum (This all-inclusive remuneration package consist of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) the competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.)

CENTRE REQUIREMENTS : Bloemfontein

Applicants must be in possession of a NQF level 7 qualification in Museum, Heritage or related study field. At least 5 years’ working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver’s License.
DUTIES: Provide Strategic advice and direction to the Heritage, Museum and Language Services to ensure preservation, promotions and exhibition of culture history related value to the inhabitants of the Free State Province, as well as development of languages in the province. Render a support service to various statutory bodies in the Province (PRHA, Geographical Names Committee etc.) Oversee the implementation of Arts, Culture and Heritage related legislation and White Papers. Responsible for compiling an annual business plan as framework of what desired results the Directorate wants to achieve. Responsible for overall management of resources within the directorate including financial and human resources.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

OTHER POSTS

POST 45/48: DEPUTY DIRECTOR: COMMUNITY ART CENTERS REF NO: 2120/7
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R733 257 per annum. (This all-inclusive remuneration package consist of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured in term of the applicable rules.)

CENTRE REQUIREMENTS: Bloemfontein
Applicants must be in possession of a NQF level 7 qualifications preferable in arts and culture scope with a minimum of 6 years relevant experience. Knowledge of Public Service related legislation as well as Arts and Culture development directives. Ability to communicate with a variety of stakeholders, Facilitation, strategic planning and analytical competency. Valid Driver Licence.

DUTIES: Responsible for the management of sub-directorate including asset, financial and human resource management. Promote excellence in performing visual arts and crafts sector in the province. Ensure that community art centres provide the required training in performing arts, visual arts and crafts, plan and execute outreach programmes and ensure accessibility of facilities to the community. Liaise with various stakeholders to create a platform of best practices with regards to performing arts, visual arts and crafts development.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/49: DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: 1220/1
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R733 257 per annum. (This all inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund (GEPF) and a flexible portion that may be structured in term of the applicable rules).

CENTRE REQUIREMENTS: Bloemfontein
A relevant tertiary qualification with at least three related experience as Assistant Director. Certificates as evidence that related LOGIS and Asset management training was completed. Advance knowledge of BAS and LOGIS system.

DUTIES: Provide strategic Direction to the Logistic and Asset Management Sub-Directorate including human resource financial and asset management. Monitor the implementation of Logistics, Assets and Transport Management practices to ensure compliance to national and provincial prescripts and guidelines as well as departmental policies. Implement and monitor the execution of policies and guidelines within Logistic and Asset Management Sub-Directorate. Manage the development of policies and procedure manuals on matters related to Logistic, Asset and Transport Management. Prepare and consolidate reports on asset management, logistics and transport management related issues. Authorize transactions on LOGIS in terms of the Asset Management/LOGIS Delegations. Valid Driver’s License.

ENQUIRIES: Ms Irene Ntuli Tel No: (051) 410 3687/066 474 7209

POST 45/50: DEPUTY DIRECTOR: COMMUNICATION REF NO: 1411/39

SALARY: R733 257 per annum. (This all inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund and a flexible portion that may be structured in term of the applicable rules).
Fund (GEPF) and a flexible potion that may be structured in term of the applicable rules.

**CENTRE** : Bloemfontein

**REQUIREMENTS** :
A relevant tertiary qualification in communication with at least 5 years applicable experience. Good verbal and written communication skills to facilitate various collaborations with a variety of internal and external stakeholders. Ability to apply time management principles and adapt to continuous changing environment. Drivers licence. Ability to provide strategic direction in terms of communication issues to the department and events management.

**DUTIES** :
Develop and implement corporate communication projects and programmes for the department which entails corporate communication, assistance with implementation of publicity campaigns.offer the various directorates of the department, internal and external communication as well as national provincial and local liaison, to establish and maintain the departments website, media liaison, mentoring and events administration Responsible for human resource management.

**ENQUIRIES** : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

**POST 45/51** :
**ASSISTANT DIRECTOR: MUSICON REF NO: 2180/14**
Re-advertisement – candidates who have previously applied need to re-apply

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

**CENTRE** : Bloemfontein

**REQUIREMENTS** :
An appropriate NQF level 7 qualification preferable in Music. At least 3 years relevant experience which include supervision. Proven knowledge in the music tuition area. Understanding Public Service legislation and procedures. Driver’s License.

**DUTIES** :
Manage the Academy of Music (MUSICON) this includes to provide strategic direction to Unit managers including general management of asset, budget and human resources. Represent Musicon at cultural events. Conduct needs analysis of Musicon and ensures implementation of the departments’ as well as Musicons’ strategic objectives. Design and implement programmes and activities aligned with the objectives of Musicon. Ensure that objectives, programmes and projects of the Musicon are clearly defined, implemented and monitored. Responsible for transformation of Musicon to ensure equitable access to music tuition to all citizen of the Province.

**ENQUIRIES** : Ms Tlale Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

**POST 45/52** :
**ASSISTANT DIRECTOR: BASOTHO CULTURAL VILLAGE REF NO 2210/16**
Re-advertisement – candidates who have previously applied need to re-apply

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

**CENTRE** : Qwaqwa

**REQUIREMENTS** :
Bachelor Degree (NQF 7) in Museum/Heritage field. Relevant experience in Tourism, museum and or heritage administration/management. Competency in project management, computer literacy and communication skills Awareness in Public Finance Management act, Public Service Regulation and Public Service act. Valid Driver’s License.

**DUTIES** :
Develop and facilitate the implementation of Basotho Cultural Village programmes for the promotion of museum services to ensure public awareness. Ensure the effective management and development of museum services within the Museum as well as resource Management e.g. finance, assets and human resources. Manage and facilitate the development, implementation and monitoring of policies. Collaborate within the department, as well as external stakeholders in the province and beyond.

**ENQUIRIES** : Ms Tialeng Modupe Tel No: (051) 410 3687/066 479 1443

**POST 45/53** :
**ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 1105/37**

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

**CENTRE** : Bloemfontein

**REQUIREMENTS** :
A relevant tertiary qualification at NQF level 7. Completion of the General Internal Auditing [including IAT learnership- (Three Year)] from the IIA plus2 years internal audit experience. Valid Driver’s License.

**DUTIES** :
Supervise and participate in the development of strategic internal audit plans. Supervise assistance to and assist the accounting officer in maintaining
efficient and effective controls and achieving the objectives of the department by evaluating the department’s controls/objectives, to determine their effectiveness and efficiency through Review, collect information and compile reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Direct Supervision to ensure effective internal audit service.

ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

POST 45/54 : ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 1240/2
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : Relevant financial accounting qualification or related at NQF level 7. At least 3 years supervisory experience in financial environment Knowledge and understanding of financial management environment linked with the PMFA directives. BAS and LOGIS expertise. Well-developed interpretation, analysing skills with ability to introduce corrective measures. Driver’s License.

DUTIES : Establish and nurture financial management policies and procedure. Ensure that all delegations exist and are updated annually and also ensure that they are approved by the Head of Department. Check all payments for completeness and accuracy before final authorization on the systems. Consolidate monthly and quarterly KCM reports and ensure that all supporting documents are available and filed accordingly. Consolidate all input on action plan and audit findings. Ensure that all inputs on PROPAC Resolutions are captured timely. To implement the administrative controls to ensure that policies and objectives are implemented in an efficient and effective manner, and to perform spot checks on subsistence and travelling payments. Review of samples of financial transactions processed for accuracy and completeness. Oversee the effective use of moveable asset and resources allocated.

ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

POST 45/55 : ASSISTANT DIRECTOR: RECORD MANAGEMENT REF NO: 3701/30

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : B Degree in Archival studies/ Anthropology or history or Social Science studies 3 – 5 years record management experience including supervision experience. Valid Driver’s License

DUTIES : Manage and assess the quality of the design and implementation of classification system for clients. Manage the effectiveness and impact of records management inspections in governmental bodies to ensure compliance to legislation. Manage records management appraisal Validate and conduct records management training. Provide professional support and advice to stakeholders. Manage the promotion and marketing of archival and records management. Manage the collection, arrangement, description and preservation on non-public and public records. Manage human resources of the section.

ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

POST 45/56 : OCCUPATIONAL HEALTH & SAFETY SPECIALIST REF NO: 1444/6
Re-advertisement – candidates who have previously applied need to re-apply

SALARY : R316 791 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate NQF 7 Degree (e.g. Social Science) with at least 2 years’ experience in OHS work. Driver’s license. Knowledge and understanding of OHS programs and policies in the workplace. Ability to analyse abs develop Occupational Health & Safety policies. Presentation skills. Courses linked with SHEQ will be an advantage.


ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209
<table>
<thead>
<tr>
<th>POST 45/57</th>
<th>COLLECTION OFFICER REF NO: 2261/25</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R316 791 per annum (Level 08)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Bloemfontein</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A Bachelor degree or post graduate Diploma in Museum Heritage Services. 3 Years’ experience in a museum or heritage related environment. Drivers Licence. Computer Literacy. Knowledge in handling and conservation of artefactual’s, electronic documentation and store management as well as research methodology. Ability to maintain good public relations, report writing and administrative skills as well as competency to operate photography equipment.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Develop and maintain documentation systems and processing system for artefact within Provincial Museum. Develop and maintain administrative procedures to support the management and obedience of museum collections. Conservation and preservation of artefacts. Expose communities to their heritage by making artefacts available for research, museum exhibitions, outreach programs and handle public enquiries. Responsible for management of human resources.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443</td>
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<tr>
<th>POST 45/58</th>
<th>SENIOR CULTURAL OFFICER VISUAL ARTS REF NO: 2137/9</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R316 791 per annum (Level 08)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Thaba Nchu (Mmabana Cultural Centre)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A National Diploma or equivalent NQF 6 qualification link to Key performance area of the post. A Valid driver’s licence. 3 – 5 years’ experience in Visual Arts tuition. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Identify, develop and promote emerging Artists as well as implementing projects related to Visual Arts Supervise awareness programmes designed to create awareness of visual arts as arts discipline. Conduct needs analysis and provides professional advice on performing arts development. Render administrative functions in relation to programmes that are implemented. Responsible for Human Resource Management.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443</td>
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<tr>
<th>POST 45/59</th>
<th>CULTURAL OFFICER VISUAL ARTS REF NO: 2137/8</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R257 508 per annum (Level 07)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Thaba Nchu (Mmabana Cultural Centre)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A National Diploma or equivalent NQF 6 qualification link to key performance area of the post. A Valid driver’s licence. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post. Competency to relate to different matters within the Arts and culture sphere which have common denominators.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Identify, develop and promote emerging artist as well as implementing projects related to visual arts as arts discipline/genre Create awareness programmes for arts concentrating visual arts as arts discipline. Conduct needs analysis and provide professional advice on visual arts development. Render administrative functions in relation to programmes that are implemented.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443</td>
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<tr>
<th>POST 45/60</th>
<th>CULTURAL OFFICER SEWING REF NO: 2138/10</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R257 508 per annum (Level 07)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Thaba Nchu (Mmabana Cultural Centre)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A National Diploma or equivalent NQF 6 qualification link to key performance area of the post. A Valid driver’s licence. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post. Competency to relate to different matters within the Arts and culture sphere which have common denominators.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Identify, develop and promote emerging artist as well as implementing projects related to pattern design, dressmaking etc. as visual arts discipline/genre Create awareness programmes for arts concentrating on fashion design, sewing as visual arts as arts discipline. Conduct needs analysis and provide...</td>
</tr>
</tbody>
</table>
ENQUIRIES : Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443
POST 45/61 : CULTURAL OFFICER REF NO: 2150/12
SALARY : R257 508 per annum (Level 07)
CENTRE : Lekweleputswa Community Art Centre (Welkom)
REQUIREMENTS : A National Diploma link to Key performance area of the post. A Valid driver’s licence. Good communication skills as verbal exchange of information to various stakeholders and compilation of reports are a fundamental part of the post. Competency to relate to different matters within the Arts and culture sphere which have common denominators.
DUTIES : Identify, develop and promote (emerging) dance artist as well as implementing projects related to performing arts Create awareness programmes for performing arts concentrating on dance as arts discipline. Conduct needs analysis and provide professional advice on performing arts development. Render administrative functions in relation to programmes that are implemented.

ENQUIRIES : Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443
POST 45/62 : SPECIAL PROGRAMMES OFFICER REF NO: 1003/38
SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate B degree or equivalent NQF & qualification preferable in Human Science or Public Administration. Relevant experience in gender youth and disability issues. Awareness and understanding of the climate within Special Programmes will be an advantage. Valid Driver’s License.
DUTIES : Develop and facilitate the implementation of a departmental policy and operational plan with regards to gender and disabilities. Assist line functionaries within the department with the implementation of these policies and plans. Co-ordinate/integrate all matters and activities related to gender and disabilities in the department. Initiate and facilitate special projects related to youth, gender and disabilities in the department. Perform administrative duties attached to the post as well as asset management.

ENQUIRIES : Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209
POST 45/63 : GEOGRAPHICAL NAMES CO-ORDINATOR REF NO: 2500/29
SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein (Heritage Secretariat Services)
DUTIES : Provide general Administrative support services to the Free State Provincial Geographical Names Committee. Assist with administering finances of the Free State Provincial Geographical Names Committee to ensure effective utilization of funds. Render Supply Chain Management support services to Free State Provincial Geographical Names Committee. Receive and process applications for naming and renaming of structures within the Free State Province. Compile and maintain the database of Free State Provincial Geographical Names Committee.

ENQUIRIES : Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443
POST 45/64 : MUSEUM HUMAN SCIENTIST REF NO: 2321/21
SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein (Sesotho Language Museum)
REQUIREMENTS : A Relevant Bachelor’s Degree or equivalent NQF 7 qualification in the language, Literature, African Studies or Journalism field. Computer literacy. A Valid driver’s licence. Good communication skills, Knowledge of research Methodology. Experience in a museum and archival environment or knowledge of the Sesotho language, literature, literacy movements, publications and Authors will be an advantage.
DUTIES: Develop; maintain literacy projects and educational programmes which promote the Sesotho literature heritage. Perform research and release finding in brochures, pamphlets, displays. Responsible for the development and maintenance of displays/exhibitions in the museum. Profile and provide bibliographical information of Sesotho authors’ material. Responsible for collection management such as sorting, classification and cataloguing of items, books, manuscripts, artefacts etc. Render guide tours to visitors and conduct outreach and educational programmes. Responsible for administrative task attached to the post.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443

POST 45/65: SENIOR COOK REF NO: 2221/20
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R173 703 per annum (Level 05)
CENTRE: Basotho Cultural Village (Qwaqwa)
REQUIREMENTS: Senior Certificate or equivalent qualification. 3 years’ experience in food preparation and supervision of staff. Skills to operate catering equipment and knowledge of food production standards including health and safety regulation for kitchen operations. Computer literacy and drives licence will be an advantage.

DUTIES: Ensure adherence to Health and Safety regulations by maintaining a hygienic work environment. Menu planning which include the timeous requisition of stock and issuing thereof if and when needed by cooks. Oversee food preparation and serving thereof (Quality Control). Overall responsible for staff supervision and stock control, including procurement of food and ingredients.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443
NOTE: Preference will be given to applicants who reside in area where post are advertised.

POST 45/66: MUSEUM ASSISTANT REF NO: 2213/17 (X3 POSTS)
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R145 281 per annum (Level 04)
CENTRE: Basotho Cultural Village (Qwaqwa)
REQUIREMENTS: ABET Qualification combined with detailed knowledge of the Basotho Culture (rituals, music, dance forms, music instruments etc). Willingness to work shifts (Weekend & Public Holidays).

DUTIES: Demonstrate cultural activities to visitors/tourist (i.e. Chief/Head Man of the Village or 1st/2nd Wife) and provide information on related cultural matters to them. Handle the maintenance and neatness of the living museum according to the heritage of the Basotho. Ensure that artefact are kept safe and in good condition and where needed repair artefacts. Effective management of assets (tools, equipment, and museum collectables) assigned to the post and report damages and/or losses.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443
NOTE: Key performance areas attached to posts will determine appropriate gender requirement to be considered during Selection Process. Preference will be given to applicants who reside in area where post are advertised.

POST 45/67: COOK REF NO: 2221/19 (X2 POSTS)
Re-advertisement – candidates who have previously applied need to re-apply

SALARY: R145 281 per annum (Level 04)
CENTRE: Basotho Cultural Village (Qwaqwa)
REQUIREMENTS: Grade 10 or equivalent qualification in catering and hospitality. 1 year’ experience in catering and hospitality field. Skills to operate catering equipment and knowledge of food production standards.

DUTIES: Preparation of traditional and modern meals, Serve the tourist visiting and ordering refreshment at the restaurant and/or tea garden. Receive revenue from paying customers and issue receipts. To maintain stock level at the restaurant and tea garden. Responsible for proper asset management and maintenance of all equipment, cooking utensils, used in tea garden and restaurant and report defaults and losses. Accept responsibility for offload of stock received and packing thereof at storage space/place.

ENQUIRIES: Ms Tlaleng Modupe Tel No: (051) 410 3687/066 479 1443
NOTE: Preference will be given to applicants who reside in area where post are advertised.
ANNEXURE H

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

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

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

CLOSING DATE: 03 Jan 2020, 16h00. 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 (For Middle Management posts, women and people with disabilities will be prioritised). 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.

OTHER POSTS

POST 45/68: DEPUTY DIRECTOR: PRIMARY ANIMAL HEALTH REF NO: REF/004842
Directorate: Animal Health

SALARY: R869 007 per annum (all-inclusive salary which can be structured according to an individual needs).

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade12, plus Grade12, plus a Bachelor's degree (NQF Level 7) as recognized by SAQA in BVMCh/BVSc. Minimum requirement of 5 years working experience in state veterinary services (Regulatory/ clinical and primary animal health care (PAHC)) coupled with people-, project- and financial management experience. Current registration with the South African Veterinary Council (SAVC). A valid driver's licence is required. Competencies: Proven experience in managing Primary Animal Health Care services, veterinary clinical services and the control of controlled and notifiable animal Diseases (Laboratory Diagnostics Techniques, surveillance, implementing control measures, monitoring of effectiveness of control programs, etc). Must demonstrate knowledge and be conversant with Veterinary Legislations/Acts and other relevant legislations/Acts. Reasonable understanding of the provincial, national and regional socio-political and economic environment plus the relationship between these factors and livestock production and health as well as value chains within the sectors. Computer Literate. People, project and financial management, analytical and excellent communication skills. Mentoring & coaching skills. Excellent networking skills.

DUTIES: Co-responsible for the setting of the strategic direction on Primary Animal Health matters as well as the seamless, effective and implementation of the PAHC and CCS program within Gauteng Veterinary Services in line with the GPG program of action, GDARD strategic plan, National (DALRD) Veterinary Strategy and the Gauteng Veterinary Services strategic plan. Planning, budgeting, procurement, expenditure tracking, monitoring and reporting on the designated functions of the sub-program as well as control of assets allocated to the subprogram. Responsible for the adequate staffing, supervision, mentoring and the effectiveness of the performance management and development program within the sub-program. Liaise with stakeholders involved with PAHC in South Africa, participates in inter- and intra-governmental fora and reports back on key decisions. Identify training and skills development needs in the directorate. Assists the GDARD Occupational
Health and Safety officer to implement the OHS related projects within the chief directorate Veterinary Services. Contributes to the overall management and effectiveness of the Gauteng Veterinary Services and GDARD in general, which includes ensuring that the basic values and principles governing public administration in South Africa; professionalism, Batho Pele Principles, ethics and corruption-free public service, as per section 195 (1) of Constitution.

ENQUIRIES : Mr. Rassy Rasemetse Tel No: (011) 240 3083

POST 45/69 : DEPUTY DIRECTOR: ANIMAL HEALTH REGULATORY REF NO: REFS/004843
Directorate: Animal Health

SALARY : R869 007 per annum (all-inclusive salary which can be structured according to an individual needs).

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade12, plus a Bachelor's degree (NQF Level 7) as recognised by SAQA in BVMCh/BVSc. Minimum of 5 years working experience in state veterinary services (Regulatory/ clinical and primary animal health care (PAHC). Current registration with the South African Veterinary Council (SAVC). A valid driver's licence. Competencies: Proven experience in managing the Control of controlled and notifiable animal Diseases (Laboratory Diagnostics Techniques, surveillance, implementing control measures, monitoring of effectiveness of control programs, etc). Must demonstrate knowledge and be conversant with Veterinary Legislations/Acts and other relevant legislations/Acts. Reasonable understanding of the provincial, national and regional socio-political and economic environment plus the relationship between these factors and livestock production and health as well as value chains within the sectors. Computer Literate. People, project and financial management, analytical and excellent communication skills. Mentoring & coaching skills. Excellent networking skills.

DUTIES : Develop management plans for animal disease control. Ensure implementation of management plans for control of zoonotic diseases. Manage strategies of the animal vaccination for controlled disease. Ensure the coordination of biosecurity risk assessment for economically important animal and zoonotic diseases. Ensure coordination of disease control Schemes, e.g. Brucellosis, TB, and institute the necessary control measures. Ensure disease surveillance services to check prevalence. Consolidate the Consolidate statistics and data information for planning and reporting purposes. Ensure contingency planning and provisioning for animal disease outbreak preparedness. Manage the resources of the facility (financial, human, procurement, assets, facilities, etc). Provide inputs for budget allocation. Compile and submit reports (departmental APP, staff performance, provincial monthly disease reports, e.g. World Organization for Animal Health (OIE), financial, etc). Stakeholder engagement. Develop the operational plan. Ensure compliance with the Public Service prescripts and departmental policies. Provide inputs departmental policies and strategies. Implement quality assurance for all areas of responsibility. HR responsibility including: Supervising subordinates, Development of subordinates, maintain discipline, Plan and prioritise work of subordinates and Performance management.

ENQUIRIES : Mr Rassy Rasemetse Tel No: (011) 240 3083

POST 45/70 : DEPUTY DIRECTOR: ICT NETWORK INFRASTRUCTURE AND OPERATIONS SUPPORT SERVICES REF NO: REFS/004844
Directorate: Information and Communication Technology

SALARY : R733 257 per annum (all-inclusive salary which can be structured according to an individual needs).

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Matric/ Grade 12 plus a B-Tech or Bachelor’s Degree (NQF Level 7) in Information and Communication Technology as recognised by SAQA. A relevant post graduate degree will be an added advantage. 5 years' relevant experience in ICT Network Infrastructure and Operations Support Services environment of which 3 years must be at a Supervisory/Assistant Director level. A valid driver’s License. Competencies: Innovative Information Communication Technology (ICT) Infrastructure and Operations Support Services. Strategic leadership, planning and project management, ICT audit management. ICT risk management. Corporate Governance of ICT. Management of finances
DUTIES:

Management of human resources, financial resources and administrative systems of the sub-programme work. Develop, review and update relevant ICT strategies and policies. Acquiring/Procurement and distribution of WAN and LAN ICT network infrastructure and operations support services. Network management, i.e. planning, designing, implementation, active directory user accounts management, ICT Infrastructure Performance & Capacity management, ICT Security, Management of ICT network infrastructure Projects and Incidents including ICT network infrastructure Maintenance and Repairs, ensuring maximum systems availability of business-critical systems, backup testing, restoration and carrying out satellite/remote offices inspections. Plan and utilize financial and management accounting information in budgeting and decision making of sub-programme according to department and public service policies and guidelines. Ability to plan and utilize financial and management accounting information in budgeting and decision making of the sub-programme according to the department and public service policies and guidelines. Management of sub-programme operations support services to maximize value for customers (internal and external). Contributing to the good governance of the ICT Directorate.

ENQUIRIES:

Mr. Rassy Rasemetse Tel No: (011) 240-3083

POST 45/71:

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/004845

Directorate: Financial Management

Sub Directorate: Financial Accounting

SALARY:

R733 257 per annum (All-inclusive salary package)

CENTRE:

Johannesburg (Head Office)

REQUIREMENTS:

Grade 12 plus National Diploma (NQF Level 6) / Bachelor’s Degree (NQF Level 7) in Financial Management or equivalent tertiary qualification as recognized by SAQA. 5 years’ relevant experience in Financial Management of which 3 years must be at a Supervisory/Assistant Director level in Financial Accounting within Public Sector. Knowledge and experience on Basic Accounting System (BAS) and (SAP). Working knowledge of Microsoft Office (Excel & Word), Relevant working experience in a supervisory capacity, Good leadership, organization, conflict management, management and communication skills (verbal and Written). Self-confident and assured in his/her own ability, able to meet commitments and produce results. Willingness to work irregular hours when required. Must have a valid driver’s License. Competencies: To manage the sub-directorate, develop, review and implement financial accounting systems and procedures in line with relevant legislation, regulations, frameworks and departmental policies and procedures.

DUTIES:

Manage the financial revenue, expenditure management and accounting sub-directorate, Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and Payment to Service Providers within 15 Days and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Undertake revenue, expenditure management and accounting work as required. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting Maintenance of
discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational 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. Serve on transverse task teams as required. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. Assist with queries from the Office of the Auditor-General as well as other financial related queries. Drafting all Legislature and other SCOA responses.

ENQUIRIES  :  Mr. Rassy Rasemetse Tel No: (011) 240-3083

POST 45/72  :  COMMUNITY STATE VETERINARIAN REF NO: REFS/004846
Directorate: Animal Health and Advisory Services

SALARY  :  R733 257 per annum (all-inclusive salary package which can be structured according to an individual needs).

CENTRE  :  Germiston

REQUIREMENTS  :  Grade 12 plus Bachelor Degree (NQF Level 7) in BVSc or BVMB qualification as recognised by SAQA. 1-2 years’ relevant experience of compulsory community service. Candidates who are about to finish their Compulsory Community Service can also apply. Registration with South African Veterinary Council. Valid Driver’s license. Competencies: Computer Literacy. Knowledge and understanding of Veterinary acts (Meat and Animal Health acts and related regulations, certification procedures). Understanding of hygiene systems and disease control schemes. Demonstrable interest in Community and Livestock Farmer Development through the veterinary profession. Good administrative, written and verbal communications skills. Good networking skills.

DUTIES  :  Running of ambulatory veterinary services including mobile clinical veterinary services in townships and informal settlements (vaccination of pets, treatment, sterilization, etc.) Running of clinical services and Preventative Animal Health support aimed at improvement of Livestock production and management for emerging and small-scale farmers. Development and implementation of educational, technical and business skills transfer and livestock value chain improvement programs for small scale livestock farmers. Conducting educational and awareness activities to targeted communities on veterinary public health matters. Biosecurity: Assist with the conducting of pig and poultry compartment inspections. Participation in disease surveillance programs for controlled diseases and any other livestock disease of importance. Mentorship and Support of newly qualified CCS veterinarians placed in the department. Organizing and participation in departmental veterinary awareness programs. Mentorship and supervisory responsibilities for administrative and para-veterinary professional staff.

ENQUIRIES  :  Mr. Rassy Rasemetse Tel No: (011) 240 3083

POST 45/73  :  ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: REFS/004849
Directorate: Environmental Policy, Planning and Coordination Sub Directorate: Climate Change Mitigation

SALARY  :  R402 045 per annum (plus benefits)

CENTRE  :  Johannesburg (Head Office)

REQUIREMENTS  :  Grade 12 plus Honours Degree (NQF Level 8) in the Natural Sciences/Environmental Management/Engineering field or an equivalent relevant qualification (i.e. SAQA accredited). A higher qualification will serve as an added advantage. Minimum of 6 years’ relevant experience within environmental field (such as climate change mitigation, GHG inventories, etc.). Valid drivers’ license. Competencies: Computer Literacy. Understanding of Public Service legislations, regulations and departmental policies. Good communication and writing skills.

DUTIES  :  Assist in the coordinating climate change initiatives, projects and programmes at a Departmental, Provincial and National Levels. Assist to mainstream climate change in the public and private sectors of Gauteng. Assist in the initiation, management and implementation of some of the projects related to Climate Change mitigation within the Department (including procurement processes). Facilitate Climate Change awareness and capacity building within Gauteng and provide technical advice on climate change mitigation. Contribute
to compilation of reports as required. Control assets allocated to projects. Provide comments on relevant draft documents. Ensure quality control of deliverables. Comply with the Public Service prescripts. Provide inputs into the development of internal standards and guidelines.

ENQUIRIES
Mr Pitso Sekome Tel No: (011) 240 3093

POST 45/74
ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: REFS/004850 (X2 POSTS)
Directorate: Air Quality

SALARY
R402 045 per annum (plus benefits)

CENTRE
Johannesburg (Head Office)

REQUIREMENTS
Grade 12 plus Honours Degree (NQF Level 8) as recognized by SAQA in Chemical Engineering, Natural/ Physical/ Science. Minimum of 6 years’ relevant experience within Air Quality Management Field. Valid Drivers’ license. Competencies: Computer Literacy, Understanding of Public Service legislations, environmental regulations and departmental policies. Good communication and writing skills.

DUTIES
Participate (including research) in the development of policies, legislation, regulations and guidelines, nationally, provincially and locally. Facilitate the consultative process in the formulation of policies, legislation, guidelines, norms and standards and strategies. Disseminate legislative, technical and policy changes to relevant stakeholders (internal and external). Interpret/advise stakeholders (internal and external) on policies, legislation, protocols, regulations and guidelines. Comment on and provide conditions for authorisations of NEMA EIA and AEL applications. Advice, review, evaluate and interpret reports, documents and specialist studies. Analyze, evaluate and provide specialist comment on air quality reports when required. Provide specialist inputs into projects identified by District/ Regional staff. Provide information for specific conferences and environmental events. Serve on and render advice to specific project forums and committees with specific reference to air quality management. Promote cooperative governance and capacity building to municipalities and stakeholders in general towards the attainment of sound Air Quality Management practices. Investigate complaints and make recommendations for corrective action in controversial cases where conflicts exist. Institute legal proceedings. Pro-active compliance monitoring by means of site visits. Contribute to compilation of reports as required. Control assets allocated to projects. Provide mentorship, peer review, quality control. Comply with the Public Service prescripts. Provide inputs into the development of internal standards and guidelines.

ENQUIRIES
Ms. Thili Mashau Tel No: (011) 2403096

POST 45/75
ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: REFS/004851
Directorate: Environmental Policy, Planning and Coordination
Sub-Directorate: Legislative Development

SALARY
R402 045 per annum (plus benefits)

CENTRE
Johannesburg (Head Office)

REQUIREMENTS
Grade 12 plus Honours Degree (NQF Level 8) in Natural/ Physical Science/ Chemical Engineering. Minimum of 6 years’ relevant experience within environmental Field as recognised by SAQA. Experience in integrated environmental management will serve as an added advantage. Valid drivers’ license. Competencies: Computer Literacy, Good communication, writing and networking skills. Ability and competency in developing, interpreting, implementing and reviewing policies, legislations and guidelines. Knowledge of organizing and conducting public participation processes. Knowledge and understanding of applicable relevant National Environmental Management policies, Acts and Legislations, Environmental management instruments, norms or standards and spatial development tools.

DUTIES
Facilitate the use of tools, legislations, guidelines, norms and standards, policies, procedures developed to guide environmental decision making (EMF, SOER/Outlook, and SEA), including Policy accessibility; Ensure that legislations, policies, procedures, systems guidelines and other legislative tools are developed to guide environmental decisions. Initiate the development of policies, guidelines when the environmental trends indicate a need for relevant tools. Report on the indicators in the State of Environment Outlook
Report. Comment on legislations, policies and strategies relevant to the function. Facilitate cooperative governance and promote implementation of environmental policies, guidelines, and tools. Conduct meetings with consultants and authorities as necessary for the development of the tools, guidelines and guidelines to be developed by the Directorate. Attend and participate on multi-disciplinary forums and provide technical guidance to environmental authorities in the development and implementation of environmental policies and tools.

ENQUIRIES : Ms. Thilivhali Mashau Tel No: (011) 240 3096

POST 45/76 : SENIOR SCIENTIST: COMMUNITY BASED NATURAL RESOURCES MANAGEMENT (CBNRM) PROJECTS REF NO: REFS/004847
Directorate: Environmental Empowerment Services

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor’s Degree (NQF Level 7) in the field of Natural Science /Environmental Sciences as recognised by SAQA. Minimum 3 years’ working experience in managing Community based waste innovation Projects and Awareness through the Expanded Public Works programme (EPWP). At least 6 months or above Supervisory knowledge and experience. Valid driver’s license. Competencies: Excellent writing skills. Computer literacy (MS Word, Excel, Project and PowerPoint) Good communication, negotiation, facilitation, conflict management and supervision skills. Understanding of Public Service legislations, regulations and departmental policies. Technical skills related to general and Organic Waste Management, project management, and contract management. Knowledge of Environmental Policies and Legislation such as NEMBA, NEMWA, Public Finance Management Act.

DUTIES : To develop specialised areas of expertise, to be able to provide advanced technical support and practical information, advice and training (formal and informal) to landowners/users/public, field staff and project participants to maximise their ability to do best practice natural resource management in line with job creation and public employment programmes. To manage Community Based Natural Resources Management Projects in accordance with EPWP principles such projects include but not limited to Waste innovation, Youth Jobs in Waste, Waste Recycling and Re-Use. To conduct monthly site inspections for all projects. To supervise service providers/implementing agents, contractors, contract workers and field staff. To facilitate training and development of project participants. To form partnerships with other stakeholders to develop sustainable environmental management practices & exit strategies for the projects.

ENQUIRIES : Mr. Pitso Sekome Tel No: (011) 240- 3093

POST 45/77 : SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: REFS/004852
Directorate: Research and Technology Development Services

SALARY : R311 859 - R473 574 per annum, plus benefits (offer will be based on appropriate and recognizable experience in line with the OSD requirements
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor’s Degree (NQF Level 7)/National Diploma (NQF Level 6) as recognized by SAQA in Science or relevant qualification. Compulsory registration with the SACNASP as a Certified Natural Scientist. Competencies: Good communication skills (verbal and written) and ethical behaviour. Good Planning, organizing skills. Ability to work independently and under pressure. Valid drivers’ license a must.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Perform administrative and related functions by providing inputs into the budgeting process as required; compile and submit reports as required; provide and consolidate inputs to the technical/ architectural operational plan; develop, implement and maintain databases -related matters.

ENQUIRIES : Ms Margaret Digoro Tel No: (011) 240 3097
POST 45/78  :  ENVIRONMENTAL OFFICER PRODUCTION – GRADE A-C REF NO: REFS/004853

Directorate: Pollution and Waste Management

SALARY : R272 739 – R473 574 per annum, plus benefits (offer will be based on appropriate and recognizable experience in line with the OSD requirements).

CENTRE : Johannesburg (Head Office)


ENQUIRIES : Mr Elvis Mpateni Tel No: (011) 240 2608

POST 45/79  :  ENVIRONMENTAL OFFICER PRODUCTION: GRADE A – C REF NO: REFS/004848 (X3 POSTS)

Directorate: Air Quality

SALARY : R272 739 – R473 574 per annum plus benefits (offer will be based on appropriate and recognizable experience in line with the OSD requirements).

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus Bachelor’s degree (NQF Level 7)/National Diploma (NQF Level 6) in Chemical Engineering/ Natural or Physical Sciences fields as recognised by SAQA. Valid driver’s license. Competencies: Computer Literacy. Knowledge of Legislation (NEMA and others). Good understanding of Gauteng development plans. Understanding of Public Service legislations and regulations and departmental policies. Good communication, writing and Admin skills (registering and tracking documents, filling, etc.) Knowledge of organising meetings. Good filing and document management.

DUTIES : Contribute towards the development of legislation, norms and standards, guidelines and Air Quality Management Plans. Assist with the consultation with relevant target groups and stakeholders. Conduct basic research for concept documents. Consult with technical experts (consultants, universities). Assist with facilitating inputs to policy and legislation. Compile comments from stakeholders and prepare documentation for policy instruments and tools. Assist with the implementation of Air Quality related policy instruments. Assist with monitoring, evaluation and reporting on the implementation of Air Quality policy instruments (Local Municipalities, industry etc.) Comment on and provide conditions for authorisations of NEMA EIA applications. Advice, review, evaluate and interpret reports, documents and specialist studies. Investigate, analyze, interpret and evaluate air quality reports. Gather information for the provision of environmental comment and advice to the Ministry, other components of the Department and general public. Identify and draft projects proposals for air quality improvement. Provide information for specific conference and environmental events. Provide support in capacity building programmes with municipalities and industry by means of compiling information sheets, brochures, guidelines, presentations, manuals to be used at training and other specific workshops. Assist municipalities with the licensing of listed processes controlled emitters and the licensing of municipalities where applicable (e.g. Steel works, fish meal industries, galvinising plants). Investigate and/or refer complaints and make recommendations for corrective action. Recommend the institution of legal proceedings. Pro-active compliance monitoring by means of site visits (routine inspections). Contribute to the compilation of reports as required. Control assets allocated to projects. Comply
with the Public Service prescripts. Provide inputs into the development of internal standards and guidelines.

ENQUIRIES  :  Mr. Elvis Mpateni Tel No: (011) 240 2608

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 45/80  :  CLINICAL MANAGER GRADE 1 REF NO: CMSMU02/19
Directorate: Office of the Chief Executive Officer

SALARY  :  R1 173 900 – R1 302 849 per annum (All Inclusive)
CENTRE  :  SMU Oral Health Centre
REQUIREMENTS  :  Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 3 years’ appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years’ supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver’s license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/Knowledge: good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point). Post-graduate Masters Qualification will be an added advantage.

DUTIES  :  Manage and supervise all clinical and allied oral health services. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medicolegal cases. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist with the implementation of Ideal Hospital Realisation and Maintenance Framework in the Hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Attend meetings when required to on behalf of CEO.

ENQUIRIES  :  Prof SJH Hendrickx, DEAN & CEO Tel No: (012) 521 4801
APPLICATIONS  :  Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before the Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date.

FOR ATTENTION  :  Mrs I Makgatho or Ms Pretty Rangoato
NOTE  :  Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE  :  03 January 2020

POST 45/81  :  MEDICAL OFFICER (OBSTETRICS AND GYNAECOLOGY) REF NO: BGH/2019/DEC 01 (X1 POST)
Directorate: Medical

SALARY  :  Grade 2: R938 964 – R1 026 639 per annum (all-inclusive package)
Grade 3: R1 035 831 - R1 295 025 per annum (all-inclusive package)
CENTRE  :  Bertha Gxowa Hospital

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REQUIREMENTS:
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must be registered and have proof of the current registration with the HPCSA. Grade 2: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.

DUTIES:
The incumbent must have experience in obstetrics and Gynaecology, be skilled in obstetrics and gynaecological surgery. Supervise and teach junior doctors in the department. Attend relevant administrative meetings like mortality, near PSI and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary teams to the management of patients. Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

ENQUIRIES:
Dr. Manning Tel No: (011) 278 7600)

APPLICATIONS:
Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

NOTE:
Fully completed Z83, CV, certified copies of ID and qualifications not older than six months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE:
03 January 2020

POST 45/82:
DEPUTY DIRECTOR: MENTAL HEALTH (SUBSTANCE ABUSE) REF NO: CO/DD/MH3/123/2019
Directorate Mental Health

REQUIREMENT:
Appropriate Bachelor’s degree/National Diploma or equivalent tertiary qualification in health profession; A qualification in Mental Health. A post basic qualification in psychiatry will be an added advantage. Registration with a relevant professional Council. 5 years relevant experience in clinical Mental Health services; Knowledge of the district health services; Management experience in service planning, development and delivery; Knowledge of the Mental Health Care Act no. 17 of 2002, PFMA, Corporate Governance, Administration and Management principles; Good financial Management skills; Ability to communicate verbally and in writing; Computer literacy; Good negotiation, presentation and counselling skills; A valid driver’s license.

DUTIES:
Provide strategic and technical support to District Senior Management on Mental Health services. Assist with the development and implementation of norms and standards for all levels of care, treatment and rehabilitation. Facilitate the development of new policies and guidelines and review existing ones. Monitor the implementation thereof including the Supervisory Manual. Coordinate and facilitate training of generalists and other stakeholders. Support and facilitate establishment of Specialist Teams in all Districts. Support and monitor the down referral of stable chronic service users from secondary level specialist MH clinics to generalist run PHC. Support and monitor the integration process according to the Integration Guidelines of mental health services of all PHCs. Monthly monitoring of all specialist Mental Health services - management of service users, records, clinical, administration and quality assurance. Monthly monitoring of availability of psychotropic drugs according to Circular 21 at the Specialist clinics. Monitor availability and use of equipment and technology. Re-organize district Mental Health service to improve collaboration with other sectors- SAPS, NGO’s and community structures through Quarterly Hospital/Community Meetings. Support the establishment of rehabilitation programs- viable support groups in all CHCs and clinics. Review and design an audit tool for District Mental Health services. Conduct at least 20% of scheduled and unscheduled audits in Specialist Mental Health services utilizing a designed audit tool. Conduct support visits to PHC clinics. Support the facilities to identify and conduct research on key mental health issues. Coordinate and facilitate provincial awareness activities according to the
Facilitate and oversee the development of Operational/Business Plans to give Strategic guidelines by strengthening mental health services and provide leadership in Substance Abuse program and other specialised programs. Develop and implement high level mental health business plan for annual Health calendar. Facilitate the procurement and distribution of IEC material in all facilities rendering MH Plan and participate in mental health/illness and intellectual disability awareness campaigns. Develop and implement Communication Strategy. Compile and submit articles/pamphlets/brochures related to calendar activities. Prepare briefing notes for MEC for campaigns. Prepare reports for NDoH plans and activities conducted in the Province. Participate in Provincial Mental Health Multi-sectoral committee. Undertake monthly supervision with Assistant Director and admin staff allocated to support district. Complete and supervise PMDS with the subordinates. Provide in service training to all subordinates.

ENQUIRIES
Dr C R Sibeko @ (082) 372 0554

APPLICATIONS
The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.

NOTE
Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". 

CLOSING DATE
03 January 2020

POST 45/83
DEPUTY DIRECTOR: MENTAL HEALTH (DHS) REF NO: CO/DD/MH2/122/2019
Directorate Mental Health

SALARY
R733 257 per annum, (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs)

CENTRE
Central Office, Johannesburg

REQUIREMENTS
Appropriate Bachelor’s degree/National Diploma or equivalent tertiary qualification in health profession; A qualification in Mental Health. A post basic qualification in psychiatry will be an added advantage. Registration with a relevant professional Council. 5 years relevant experience in clinical Mental Health services; Knowledge of the district health services; Management experience in service planning, development and delivery; Knowledge of the Mental Health Care Act no. 17 of 2002, PFMA, Corporate Governance, Administration and Management principles; Good financial Management skills; Ability to communicate verbally and in writing; Computer literacy; Good negotiation, presentation and counselling skills; A valid driver’s license.

DUTIES
Facilitate and oversee the development of Operational/Business Plans to give Strategic guidelines by strengthening mental health services and provide leadership in Substance Abuse program and other specialised programs. Develop and implement high level mental health business plan for
strengthening mental health services; develop policies, nursing procedure manuals, norms and standards. Identification of training needs related to mental health and liaises with training facilitator. Facilitate the development of mental health promotion, prevention, rehabilitation strategies at the community mental health clinics, district hospitals and Substance Abuse Treatment Facilities. Monitor compliance with legislation, norms and standards to ensure provision of quality Mental Health Care services based on guidelines and protocols through: Batho Pele, mental health care user rights (MHCA 17 of 2002), complaints' procedure. Improving down referrals of appropriate patients to District, Regional, Clinics, CHCs, community-based centres and NGOs. Ensuring availability of MH EDL drugs at all levels of care. Monitor and evaluate the implementation of quality mental health service delivery (Situational analysis). Facilitating audits based on guidelines and protocols. Monitor compliance with standard of practice and implement corrective measures. Assist in developing information management system to support collection of data from all levels of care and collate it into reports, related to deinstitutionalized patients as reintegrated into the community. Make recommendations to the CEO/Facility managers on issues of patient care and quality improvement to reduce the backlog of infrastructure, equipment and human resource. Participate in investigation of relevant serious adverse events. Participate in multi – disciplinary quality assurance task groups. Utilise quality assurance and risk management strategies to create and maintain a safe environment for health service delivery. Implement procedures to maintain effective infection control and ensure safe administration of therapeutic milieu. Provide psycho-social rehabilitation and support to mental health care users and families. Facilitate Research to improve service delivery. Facilitate capacity building of all stakeholders rendering MH Services at all levels of care. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care (includes Public-Private Partnership).

ENQUIRIES: Dr C R Sibeko @ (082) 372 0554
APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.
NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.”

CLOSING DATE: 03 January 2020
POST 45/84: DEPUTY DIRECTOR: MENTAL HEALTH (NGO) REF NO: CO/DD/MH1/121/2019

Direcorate Mental Health

SALARY: R733 257 per annum, (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs)

CENTRE: Central Office, Johannesburg

REQUIREMENTS: Appropriate Bachelor’s degree/National Diploma or equivalent tertiary qualification in health profession; A qualification in Mental Health. A post basic qualification in psychiatry will be an added advantage. Registration with a relevant professional Council. 5 years relevant experience in clinical Mental Health services; Knowledge of the district health services; Management experience in service planning, development and delivery; Knowledge of the Mental Health Care Act no. 17 of 2002, PFMA, Corporate Governance, Administration and Management principles; Good financial Management skills; Ability to communicate verbally and in writing; Computer literacy; Good negotiation, presentation and counselling skills; A valid driver’s license.

DUTIES: Facilitate and strengthen establishment of community based Mental Health services to support deinstitutionalization. Coordinate Mental Health services at all levels of care with emphasis on community-based services inclusive of NGOs, CBOs and faith-based organizations (FBOs). Monitor the implementation of the strategic plans. Align individual performance to the strategic objectives of the unit. Report on the strategic frameworks/plans in the area of functional responsibility. Provide technical support to District Senior Management on Mental Health services. Monitor and evaluate NGOs, CBOs and FBOs services and the adherence to service level agreements. Assist with the development and implementation of norms and standards for all levels of care, treatment and rehabilitation. Improve collaboration with other stakeholders e.g. SAPS, NGOs, Hospitals, and community structures through quarterly Hospital/Community/Clinic meetings. Support the establishment & maintenance of rehabilitation programs. Monitor and support the support groups at clinic/community levels. Ensure development of effective and efficient capacity building programs for NGOs, CBOs and FBOs. Facilitate expansion of residential and day care in the province to upscale community mental health services. Support the regular audit processes with the district coordinator’s. Prepare a budget plan for NGOs for the new financial year and submission to senior management for signing. Review and revised service level agreements and budgets for NGOs. Monitor and evaluate the expenditure reports of NGOs and utilization of funds on a monthly basis. Monitor the timeous payment process to NGOs on a monthly basis and report subsidy expenditure. Monitor and analyze the financial audit reports submission from NGOs once a year. Prepare annual licenses for all mental health NGOs as stipulated in terms of section 42(2) of the general regulations and chapter VIII of the Mental Health Care Act (No 17 of 2002). Monitor the correct classification of users that are placed at NGOs. Ensure the development and implementation of NGO financial policies, procedures and guidelines. Manage and monitor implementation of the policies and procedures. Advise management and the department on NGO funding strategy, practices, procedures, guidelines and policies and ensure compliance with legislation. Ensure the development and implementation of NGO financial policies, procedures and guidelines.

ENQUIRIES: Dr C R Sibeko @ (082) 372 0554

APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.

NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual
All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.

CLOSING DATE: 03 January 2020

POST 45/85: DEPUTY DIRECTOR: COMMUNICABLE DISEASES, EPIDEMIC PREPAREDNESS RESPONSE AND SURVEILLANCE (NON-OSD) REF NO: CODD/EPRS/12/2019
Directorate Public Health and Chronic Diseases

SALARY: R733 257 per annum (Level 11) (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs).

CENTRE: Central Office, Johannesburg

REQUIREMENTS: Appropriate Degree/National Diploma in Health Sciences (or equivalent qualification). 5 years relevant experience in communicable disease control and the expanded programme on immunisation. Academic and practical understanding of communicable disease control, surveillance and epidemic preparedness and response systematic approach. Must have worked in a management capacity in the public health field. Willingness to travel long hours throughout the Province. A valid driver’s licence. Competencies needed: Excellent communication (written, verbal, presentation and liaison skills. Skills in preparations for national campaigns, management of disease outbreaks and training of staff. Project management skills. Ability to function independently. Proficient in Microsoft office in particular word, and power point. Coordination and negotiation skills. Ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Knowledge of the Batho Pele Principles. An ability to supervise.

DUTIES: Manage, prevent and control the occurrence of emerging and re-emerging infectious diseases. Strengthen epidemic preparedness and response, conduct monitoring and evaluation in all districts. Prepare for and conduct campaigns for communicable disease control. Liaise with various directorates, governmental departments, non-governmental organisations and private sector.

ENQUIRIES: Mr. Zanoxolo Futshane @ (064) 860 8687

APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.

NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo
full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.

CLOSING DATE : 03 January 2020

POST 45/86 : DEPUTY DIRECTOR: VMMC AND CONDOM MANAGEMENT REF NO: CODD/VMMC/12/2019

Directorate HIV, AIDS and STIs

SALARY : R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs).

CENTRE : Central Office, Johannesburg

REQUIREMENTS : Appropriate Degree/National Diploma in Health Sciences or Public Health. 5 years working experience within the public, private and/or civil society health systems within South Africa. At least three years’ experience in junior or middle management within HIV and AIDS programmes including Voluntary Male Medical Circumcision (VMMC) and Condom management. Prior work experience in South African health sector and strong technical expertise in a public health-related field. Knowledge of HIV prevention programs especially VMMC. Knowledge of the Department of Health district quality improvement and M&E implementation approaches and plans. Proven experience/knowledge working with DHIS and/or other national, routine health information systems required essential requirement. Knowledge of DHIMS Policy, SOP MMC program indicators and Web DHIS. Proficiency in reading, speaking and writing English. High proficiency in MS Office and MS Outlook. Report writing and business writing level proficiency. Proficiency in another local language. Valid driver’s license. Willingness to travel extensively.

DUTIES : Support overall VMMC program implementation, management and sustainability activities at district level. Maintain professional relationships with all relevant stakeholders. Participate in and provide technical support to strengthen quality assurance, M&E and technical working groups and other relevant VMMC forums. Ensure continuous compliance to QA standards, guidelines and assessment tools with focus on strengthening the roll out of CQI activities and data quality audits. Assist in compiling presentations and co-facilitate structured performance reviews for National, Provincial and District program managers and relevant stakeholders with focus of results achieved against targets, cross-cutting QI gaps/concerns, data management issues/variances. Coordinate quarterly reporting and performance reviews of district Data and Quality Assurance. Work with district relevant stakeholders to ensure that district micro plans, work plans are implemented in line with project work plans. Support VMMC related trainings such as CQI and data quality management. Work with district management staff to ensure availability of MMC registers and all source documents.

ENQUIRIES : Ms. Linkey Katane @ (076) 480 1341

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a
generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.

**CLOSING DATE** : 03 January 2020

**POST 45/87** : DEPUTY DIRECTOR: HIV, TB AND STI REF NO: CO/DDHTS/09/2019

**SALARY** : R733 257 per annum plus benefits

**CENTRE** : Central Office

**REQUIREMENTS** : Appropriated Diploma/Degree in health related- field. Registered with the relevant professional body. 5 years’ experience in EAP, OHS and particularly HIV/AIDS field. Experience in strategy formulation and project management is essential. Management qualification is recommended. Understanding of business and organizational dynamics is expected. HIV qualification will an added advantage.

**DUTIES** : Assist in the strategic formulation of Wellness Programme in the Department with particular emphasis on the HIV/AIDS component. Implementation and strengthening of the HIV/AIDS work place programme within a broader Integrated Employee Wellness Framework. Review and develop policy guidelines and protocols related to the functional area. Serve on various committees to further the aims of the broader Employee Wellness Programme. Training on various aspects of HIV/AIDS Workplace. Develop or conceptualize programmes in response to behavioural risk management practices. Management of resources as well as administrative responsibilities.

**ENQUIRIES** : Ms Gail Gemell @ (079) 881 7014

**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.

**NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests.
Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities."
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 and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 03 January 2020

POST 45/89 : ASSISTANT DIRECTOR CLINICAL TECHNOLOGY: GRADE 1 REF NO: HRM 102/2019
Directorate: Neurophysiology

SALARY : R517 326 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B-Tech/ degree or higher qualification that allows registration with the HPCSA in the relevant profession. A minimum of 8 years’ appropriate experience required after registration with the HPCSA in the relevant profession or must be at least on Grade 2 or chief supervisory post.

DUTIES : Perform and analyze neonatal, pediatric and adult EEGs, evoked potentials, polysomnograms and nerve conduction studies at a tertiary hospital level. Train Registrars and Clinical Technologists in Clinical Neurophysiology. Demonstrate research experience and help students with their research projects. Has knowledge of or interest in intra operative monitoring procedures. Must be able to work as part of a team and supervise/interact with staff members and the public. Improve and update protocols according to international standards. Assist with administrative public duties.

ENQUIRIES : Dr. B.J Ribeiro Tel No: (012) 354 4652/3940
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.

CLOSING DATE : 03 January 2019

POST 45/90 : PRIMARY HEALTH CARE NURSE PRACTITIONER GRADE 2 (PNB2) REF NO CO/PHCNP/12/2019
Directorate Integrated Employee Health and Wellness

SALARY : R471 333 per annum plus benefits
CENTRE : Central Office

DUTIES : Provide Primary Health Care services to the GDOH Head Office employees and to other GPG employees should the need arise. Provide Family Planning services to employees. Provide emergency services for work related injuries
and medical emergencies. Develop protocols for the management of chronic Diseases. Monitor and manage COID claims. Assist with medical surveillance programme. Develop protocols and SOP’s for the effective implementation of PHC and Family Planning. Develop a referral system for PHC. Ensure that the OH Clinic has an Emergency Evacuation Plan. Establish and maintain good relations with OHS Stakeholders and other disciplines within the Health Care Environment. Management of medication (Ordering storage, dispensary, reporting) systems, SOP’s etc. Ensure the promotion of healthy lifestyles and prevention by hosting Health Calendar events for employees. Work with other OH and EWP Disciplines in the provision of health services for employees.

ENQUIRIES
APPLICATIONS: Ms Rebecca Mokone @ (071) 602 7647

NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”.

CLOSING DATE: 03 January 2020

POST 45/91: CLINICAL PROGRAMME COORDINATOR GRADE 1 (MCWH) REF NO: EHD2019/12/02

Directorate: PHC

SALARY: R444 276 – R500 031 per annum (plus benefits)

CENTRE: Ekurhuleni Health District (NSDR)

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425(i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Computer literacy. Good communication, supervisory and report writing skills. Ability to work independently in a team and under pressure. Good organizational and analytical skills. A valid driver’s license. Flexibility Good interpersonal relationship and communication skills with colleagues. Evidence of current registration with SANC. Supervisory experience will be an added advantage.

DUTIES: Apply Coordinate implementation of Quality Assurance programmes guidelines, protocols, norms and standards in MCWH. Provide professional and technical support for the provision of quality Maternal and Child Health Services through proper management of the programme. Support facilities in the preparation for accreditation and implementation of MBFI strategy.
Establish, maintain and participate in inter-professional and multidisciplinary teamwork that promotes effective and efficient health care. Perform all other duties that are delegated by Supervisor/Manager.

**ENQUIRIES**
Ms M.L Nhleko Tel No: (011)565 5160

**APPLICATIONS**
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.

**FOR ATTENTION**
Human Resource Manager

**NOTE**
People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**
07 January 2020

**POST 45/92**
CLINICAL PROGRAMME COORDINATOR GRADE 1 (OHS) REF NO: CPC-TMRH-01

**SALARY**
R444 276 – R500 031 per annum plus benefits

**CENTRE**
Thele Mogoerane Regional Hospital

**REQUIREMENTS**
Grade 12 (Standard 10).Diploma in general nursing, midwifery and National Diploma in Occupational Health & Safety. Dispensing licence will be an added advantage. A minimum of 7 years appropriate/recognisable experience in General nursing and midwifery after registration as Professional Nurse and Midwife with the SANC. One year post basic qualification in Occupational Health and Safety. 3 to 5 years’ experience in providing Occupational Health and Safety Services. Knowledge/course in an Integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Good verbal and written communication skills. Computer skills. Ability to work under pressure and in changing environment. Ability to work independently with good interpersonal skills. Knowledge of Basic Human Resource Management and Financial Management legal framework. Verified proof of experience in nursing, service certificate to be attached. Proof of South African nursing Council annual practice receipts for 2019. Knowledge and understanding of all Nursing Legislation and Health Act.

**DUTIES**
Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health objectives. Provide Occupational Health and Safety Services to Employees that lead to the promotion, protection and restoration of the Employees' health within a safe working environment. Comply with statutory requirements and departmental policies, procedures and administrative duties. Develop an independent health and safety program in a workplace. Develop disease prevention programs. Perform risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Education of all employees on preventative measures against occupational hazards. Promote healthy living and working conditions. Develop relevant Occupational Health and Safety protocols and SOPs. Establish a referral system for the institution, programme development, expansion, implementation and marketing of OHS Services. The incumbent will also be responsible to do operational work such as medical surveillance, management of injury on duty, management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.

**ENQUIRIES**
Ms. N. Baduza 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.

**NOTE**
The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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 and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 03 January 2020

POST 45/93 : OPERATIONAL MANAGER (KANGAROO MOTHER CARE UNIT) REF NO: TDH0015/2019
Directorate: Nursing

SALARY : Grade 1: R444 276 – R500 031 per annum
Grade 2: R515 040 - R579 696 per annum

CENTRE : Tshwane District Hospital

REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council as a professional nurse in terms of Government Notice R 425 qualification (i.e. degree/diploma in Nursing Science, General, Midwifery, Community Nursing Science and Psychiatric. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Proof of current registration with SANC. 3 years ‘experience working in Kangaroo Mother Care Unit. Certificates of: PMTCT, EPI, IMCI, MSSN, MBFI, HBB/Neonatal resuscitation. Competencies: ability to initiate CPR in neonates while waiting for the doctor, knowledge/skills, good managerial experience, ability to work under pressure, sound interpersonal skills are necessary. Knowledge of legislation, policies and updated KMC guidelines. Computer literacy and valid driver’s license.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordination of required nursing care which is compliance with standards set by the service and professional framework. Participate in management and utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Ensure that participation in research related activities are evident in the practice. Maintain constructive working relationship with nursing and other stakeholders. Participate in CPD implementation and training. Maintain professional growth/ethical standards and development of self and staff members in the unit. Give on-going training on updated KMC guidelines. Comply with IPC and OHS guidelines. Be in charge of the hospital in the absence of the Senior Managers (after hours and weekends)

ENQUIRIES : Mrs Motlhaga DS: Tel No: (012) 354 7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

CLOSING DATE : 10 January 2020

POST 45/94 : OPERATIONAL MANAGER (ANTENATAL CLINIC) REF NO: TDH0016/2019
Directorate: Nursing

SALARY : Grade 1: R444 276 – R500 031
Grade 2: R515 040 - R579 696

CENTRE : Tshwane District Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification Diploma in Advanced Midwifery and Neonatal Nursing Science with duration of at least 3-5 years. Accredited with SANC (General Nursing and Midwifery). Qualification
in Nursing Management will be an added advantage. Proof of current SANC registration (2020). A minimum of Nine(9) years as a Professional Nurse after registration with SANC in General Nursing and (Seven) 7 years’ experience working in Antenatal Clinic and Labour ward as a Midwife. Good communication, verbal and written skills. Computer literacy, certificate in ESMOE, MBFI, PMTCT, EPI. Financial and Human Resource Management, Leadership, Organizational, decision making and problem solving skills.

**DUTIES:**
Plan/organise and monitor the objectives of the specialised unit in consultation with followers. Provide a therapeutic environment for staff, patients (pregnant Woman) and the public. Liaise and communicate with the multi-disciplinary team as well as other referral clinics, and participate in conducting Maternal and Morbidity Meeting in the Hospital with all referring Clinics. Delegate duties to and support staff in the execution of patient care delivery. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Assist with relief in patient care office during the week after 16h00, weekends and Night duty. Maintain professional growth/ethical standards and self-development. Participate in implementation of CPD points. Comply with the Performance Management and Development System. Participation in activities of Ideal Hospital and Patient Safety Incidents report.

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

**APPLICATIONS:**
All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

**CLOSING DATE:**
10 January 2020

**POST 45/95:**
**ASSISTANT DIRECTOR: COMMUNICABLE DISEASES CONTROL (CDC) SURVEILLANCE OFFICER (NON-OSD) REF NO: CO/ASDCDC/11/2019**

**SALARY:**
R376 596 per annum (Level 09) (plus benefits)

**CENTRE:**
Central Office

**REQUIREMENTS:**
Appropriate degree/diploma in any health-related field. Registration with the respective professional body. Technical expertise in Public Health epidemiology, disease control and immunization. A course/certificate in Epidemiology will be an advantage. Three (3) years’ experience in communicable diseases control surveillance field. Surveillance and Database Management. Knowledge of Communicable Disease conditions included in the official Notifiable Medical Conditions (NMC) List. Expanded Programme on Immunization (EPI) conditions (goals, targets, indicators and criteria with emphasis on Polio (Acute Flaccid Paralysis), Measles, Neonatal Tetanus (NNT) Vaccine Preventable Diseases Outbreaks. Surveillance principles and specific aspects applicable to all communicable diseases. Information management knowledge and experience (data collection, collation, analysis and reporting). Computer skills (MS Word, Excel, PowerPoint Access, Electronic Communication). Qualitative and quantitative work output. Good communication (written and verbal) interpersonal organizational planning and supervisory skills. Ability to work independently and as part of a team. Must be willing to travel and work irregular hours and holidays. A valid driver’s licence.

**DUTIES:**
Support, monitor and evaluate all communicable diseases in hospitals, districts and sub districts. Liaise with district, sub district surveillance officers and CDC/EPI Managers. Co-ordinate Outbreak Response Teams. Assist in preparing the annual provincial reports. Monitoring, evaluation and research. Support progress towards Polio Eradication, Measles Control and Elimination and NNT Elimination against WHO indicators. Participation in monitoring the impact of vaccinations, surveillance and disease trends. Training and Development Capacitate sub districts surveillance officers through training and supportive supervision. Export data weekly to Province and other identified role players. Attend meetings of the Communicable Disease and Outbreak Response Unit at the District and Provincial Office. Provide the necessary support during EPI Vaccine Preventable Disease Outbreaks and Campaigns. Collate and analyze relevant and compile reports.

**ENQUIRIES:**
Mrs Caroline Kesebile @ (082) 818 7001

**APPLICATIONS:**
The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.
NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.”

CLOSING DATE: 03 January 2020

POST 45/96: PHARMACIST ASSISTANT POST BASIC REF NO: 93 (X2 POSTS)

Directorate: Pharmacy

SALARY: Grade 1: R208 383 – R234 738 per annum (Plus service benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: A qualification that allows registration with SAPC plus a Post-Basic Pharmacist Assistant Registration with the SAPC. Current registration as a Qualified Post Basic Pharmacist Assistant. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Ability to work under pressure and to take initiative and in a team. Knowledge of public service legislation, policies and procedures. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.

DUTIES: Assist with control of stock both ordering, receiving and the distribution of medicines in accordance with the Standard Operating Procedures and applicable legislation. Assist with the compounding, manipulation or preparation of non-sterile or sterile medicines or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the manufacturing of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; The re-packaging of medicines; The distribution and control of stock of Schedule 1 to Schedule 7 medicines or scheduled substances; the ordering of medicines and scheduled substances up to and including Schedule 7 according to instruction of a person authorized in terms of the Medicines and Related Substances Control Act, 101 of 1965, To obtain such medicines or scheduled substances; the reading and preparation of a prescription, the selection, manipulation or compounding of the medicines, the labelling and supply of the medicines in appropriate containers following the interpretation and evaluation of the prescription by a pharmacist; the provision of instructions regarding the correct use of medicines supplied and the provision of information to individuals in order to promote health. Adhere to Good Pharmacy Practice guidelines as published in the rules of the SAPC. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meetings and
training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

Mr. S. Dikgang Tel No: (011) 933 8797/8843/9864

**APPLICATIONS**

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. No faxed or emailed applications will be considered.

**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 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). 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.

**CLOSING DATE**

03 January 2019

**POST 45/97**

ENROLLED NURSE REF NO: ODI/05/12/2019/02 (X3 POSTS)

**Directorate:** Nursing

**SALARY**

R171 381 per annum

**CENTRE**

ODI District Hospital

**REQUIREMENTS**

Qualifications that allows registration with SANC as Enrolled Nurse. Proof of current registration with SANC required. No experience needed.

**DUTIES**

Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practices in accordance with the scope of practice and nursing standards. Promote quality of elementary nursing care as directed by the professional scope of practice and standards. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patient’s needs.

**ENQUIRIES**

Ms. Ntsie EP Tel No: (012) 725 2312

**APPLICATIONS**

Hand delivered is encouraged and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO’s office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

**NOTE**

Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

**CLOSING DATE**

10 January 2020
POST 45/98 : MATERIAL RECORDING CLERK REF NO: ODI/05/12/2019/03 (X1 POST)

Directorate: Supply Chain Management

SALARY : R173 703 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 12 with 3 years’ experience in SCM/ Diploma or Degree in Public Management/Logistic and Purchasing Management with 2 years’ experience in the field of SCM. Understanding of Public Service Legislative Framework including Treasury regulation PFMA, PPPFA, BBBEE, PAS Manual, Practice notes, Contract Management and Asset Management. SAP R/3 will be an added advantage.

DUTIES : Perform Logistics related clerical services support task. Open and manage all aspects of the VA10, VA11 Tally cards as per PAS Administration System. Compile VA7/VA2 or relevant documents for distribution of goods and services to relevant End-Users in the institution. Expedite any outstanding deliveries. Attend to queries emanating from orders and deliveries. Capture invoices on SRM/SAP R3. Attend to web cycle invoices and to queries relating to outstanding payment. Do follow-up on purchase orders, create and keep proper record of relevant documents/information as per Treasury Regulation for audit purposes. Compile weekly and monthly reports on GRV done. Does theoretical stock report, to partake in bi-annual stock take. Execute all work related instructions as required by the supervisor. N.B. Rotation within the section.

ENQUIRIES : Ms. Moteme OK Tel No: (012) 725 2437
APPLICATIONS : Hand delivered is encouraged and other means of posting delivery to ODI District Hospital, Klipgat road, Mabopane, CEO’s office or posted to; ODI District Hospital, Private Bag X509, Mabopane, 0190.

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE : 10 January 2020

POST 45/99 : ADMIN CLERK RECORD REF NO: ODI/05/12/2019/04 (X1 POST)

Directorate: Administration

SALARY : R173 703 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Minimum Grade 12 (matric) with 2 years’ relevant experience in Patient Administration especially in Records. Be able to work under pressure. Experience in a health environment. Knowledge of Batho-Pele Principles, Patient’s Rights and Responsibilities, Interpersonal relationship skill and telephone etiquette. Comply with relevant prescripts and regulations.

DUTIES : Filling and retrieval of patient’s records and other documents related patient file in all areas. Be preparing to work shifts and assists other section of Patient Administration when requested. Safekeeping and disposal of files and documents in terms of National Archives Act. Storage and Retrieval of documents and files. Daily booking of Patient and tracing of missing files. Correct capturing and completion of downtime register and down time tool. Tracking and checking movement history of patient on the system and register book. Assist SAPS and other stakeholders on the completion of J88, 308 and other forms. Perform all other duties of patient administration as delegated by the supervisor.

ENQUIRIES : Ms. Moeng LM Tel No: (012) 725 2472
APPLICATIONS : Hand delivered is encouraged and other means of posting delivery to ODI District Hospital, Klipgat road, Mabopane, CEO’s office or posted to: ODI District Hospital, Private Bag X509, Mabopane, 0190.

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV
as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

**CLOSING DATE**: 10 January 2020

**POST 45/100**

**NURSING ASSISTANT**

REF NO: ODI/05/12/2019/01 (X5 POSTS)

Directorate: Nursing

**SALARY**

R132 525 per annum

**CENTRE**

ODI District Hospital

**REQUIREMENTS**

Qualifications that allows registration with SANC as Nursing Assistant. Proof of current registration with SANC required. No experience needed.

**DUTIES**

Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practices in accordance with the scope of practice and nursing standards. Promote quality of elementary nursing care as directed by the professional scope of practice and standards. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patient’s needs.

**ENQUIRIES**

Ms. Ntsie EP Tel No: (012) 725 2312

**APPLICATIONS**

Hand delivered is encouraged and other means of posting delivery to ODI District Hospital, Klipgat road, Mabopane, CEO’s office or posted to: ODI District Hospital, Private Bag X509, Mabopane, 0190.

**NOTE**

Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

**CLOSING DATE**: 10 January 2020

**POST 45/101**

**LAUNDRY WORKER**

REF NO: TDH0017/2019

Directorate: Administration and Patient Affairs & Logistics

**SALARY**

R102 534 per annum

**CENTRE**

Tshwane District Hospital

**REQUIREMENTS**

Abet or Grade 12 certificate, good verbal, communication and interpersonal skills. Be able to work in a team environment.

**DUTIES**

Distribution and Collection of linen to wards. Sluicing of soiled and bloodied linen. Packing of dirty into laundry bags and loading in the truck to be sent to Masakhane for washing. Offloading and unpacking of clean linen bags from service provider to clean linen bank. Willingness to work more hours and overtime. Perform stock take on quarterly basis. Willingness to go an extra mile when the need arises.

**ENQUIRIES**

Mr. A Shongwe Tel No: (012) 354 7388

**APPLICATIONS**

All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

**CLOSING DATE**: 10 January 2020
ANNEXURE I

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS AND CULTURE

APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 03 January 2020

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

OTHER POST

POST 45/102: LIBRARIAN – CATALOGUING REF NO. DAC56/19 (X2 POSTS)

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

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate tertiary qualification in Library & information Science or equivalent relevant qualification, coupled with a minimum of one- two (1-2) years relevant experience in library services. Knowledge of an integrated library management system. Knowledge of WorldCat and database cataloguing protocols. Good understanding of cataloguing tools. Good communication skills (written and verbal). Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Perform cataloguing and classification of library materials. Maintain the integrity of the catalogue. Provide professional guidance to community libraries. Liaise with stakeholders.

ENQUIRIES: Mrs G Padayachee Tel No: (033) 341 3000

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 45/103: MEDICAL SPECIALIST REF NO: MEDSPECGERIATRICS/1/2019 (X1 POST)

SALARY: Grade 1: R1 106 040 per annum (all-inclusive salary Package) excluding commuted overtime.

Grade 2: R1 264 623 per annum (all-inclusive salary Package) excluding commuted overtime.
Grade 3: R1 467 651 per annum (all-inclusive salary package) (excluding commuted overtime).

CENTRE: Inkosi Albert Luthuli Central Hospital

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

DUTIES: Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as they pertain to the unit. Conduct, assist and stimulate research. Training of undergraduate and postgraduate medical students and allied Health Personnel in the Geriatrics and Internal Medicine and participation in formal teaching and examinations as required by the department. Promote community-orientated services and participation in departmental outreach programmes. Conduct outpatient clinics and provide expert opinion where required. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient’s clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities, including the undergraduate and postgraduate training programs. Participate in overtime duties.

ENQUIRIES: Prof Bilkish Cassim Tel No: (031) 2604537

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

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

CLOSING DATE: 03 January 2019

POST 45/104: MEDICAL OFFICER REF NO: MONEUROSURG/3/2019 (X1 POST)
Department: Neurosurgery

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

CENTRE: Inkosi Albert Luthuli Central Hospital
**Requirements:**
MBChB Degree. Current registration with the Health Professions Council of SA as an Independent Medical Practitioner. Completion of Community Service. Experience Grade 1: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience Grade 2: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience Grade 3: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

**Knowledge, Skills, Training and Competencies Required:**
Candidates must be able to perform a detailed clinical assessment of trauma and patients with neurological conditions. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a Neurosurgery environment will be an advantage. Good communication skills and courtesy are essential.

**Duties:**
Active participation in ward rounds, patient management in the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. They must be able to carry out resuscitation of trauma patients using ATLS principles. Attendance and participation in the academic programme of the department is a requirement. Candidates are required to participate in outreach activities of the department.

**Enquiries:**
Dr BC Enicker Tel No: (031) 240 1134/031 26240 1133

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

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

**Closing Date:**
03 January 2019

**Post 45/105:**
**Medical Officer Ref No:** MO ORTHO/3/ 2019 (X1 POST)
Department: Orthopaedics and Trauma Unit

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

**Centre:**
Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: Applicants must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner. A minimum of 12 months previous orthopaedic experience is/would be an advantage. Experience. **Grade 1:** No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Registrars who have completed/exited the registrar training and Registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M. Med are also encouraged to apply Knowledge, Skills, Experience and Competencies Required: Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the College of Medicine in Orthopaedics of South Africa.

DUTIES: Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and attend Mortality and Morbidity meetings as required. The successful candidate may be seconded to the Orthopaedic Department of any other KZN state Hospital to render orthopaedic services.

ENQUIRIES: Dr Paul Ryan Tel No: (031) 240 2160

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

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

CLOSING DATE: 03 January 2019
POST 45/106

MEDICAL OFFICER REF NO: MO O&G/1/2019 (X1 POST)
Department: Obstetrics and Gynaecology

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

CENTRE
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS
Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma will be of added advantage.
Experience: No experience required the appointment to Grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer 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 recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: 10 years appropriate 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 recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Knowledge, Skills, Training and Competencies Required: Sound Knowledge Of women’s health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopic and evacuations) and c/sections. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.

DUTIES
Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of interns and students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.

ENQUIRY
Dr H Ramnarain Tel No: (031) 2602408

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

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

CLOSING DATE
03 January 2019
POST 45/107: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: GS 76/19

Component: Otorhinolaryngology (ENT)

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 Registration certificate with the HPCSA as a Medical Practitioner plus Current registration (2019/2020) with the HPCSA.

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.

Recommendation: Sound knowledge and experience in Otorhinolaryngology (the primary exam in ENT would be advantageous but is not essential.) Previous ENT experience or log book showing proficiency in ENT procedures would be advantageous.

Knowledge, skills and experience: Ability to teach and supervise junior staff and medical student’s Good communication, decision-making and clinical skills Ability to function in a multi-disciplinary team.

DUTIES:
Provide Otorhinolaryngology services as well as head and neck surgery at Greys Hospital and at relevant Zone 2 State Hospitals. Provide after hour care in accordance with the commuted overtime contract. Supervision and training of junior staff working in the Department. Present at academic meetings in the department. To teach medical students and Nursing staff as required. Participate in the Quality Improvement Programmes of the Department including clinical audits and CPD activities. Maintain clinical, professional and ethical standards. Assist the Unit Manager in development of protocols and clinical guidelines. After hour’s duties is a requirement.

ENQUIRIES:
Enquiries: DR S Van Wyk Tel No: (033) 8973734

APPLICATIONS:
To be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION:
Mrs. M. Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 76/19. 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:
02 January 2020
POST 45/108

OPERATIONAL MANAGER NURSING GRADE1–SPECIALTY PHC

NO: NMH/OMPHC/2019 (X1 POST)

SALARY

R562 800 – R633 432 per annum (13% cheque, housing allowance (employee must meet prescribed Requirements) medical aid (optional) 08% rural allowance.

CENTRE

Niemeyer Memorial Hospital

REQUIREMENTS

Matric or equivalent. Diploma/Degree in General Nursing, Midwifery, community Health Nursing Science and Diploma in health assessment, care and treatment. Proof of current SANC receipt (2019).Registration with the South African Nursing Council as a General Nurse and Midwifery and primary health care nurse. Experience: A minimum of 9 years appropriate/recognizable experience in nursing 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 post basic qualification in the relevant specialty. Proof of current & previous experience endorsed by human resource Recommendations:

Nursing Administration Knowledge, Skills, Training and Competences

Required: Extensive knowledge of National and provincial clinical protocol to be followed as management of clients within a PHC setting. Knowledge of Human Resource procedures in the Public Service and conditions of Service. Communication and interpersonal relationship, monitoring negotiating, coaching, problem solving skills, conflict resolution skills and counselling. Knowledge of legal framework and prescripts within the Department of Health. The incumbent is required to communicate with many sectors in both written and verbal communication that respect the person, culture and language. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients’ Rights Charter. Knowledge of nursing care processes and procedures and other relevant legal frameworks such as Nursing Act, occupation Health and safety Act. Leadership and supervisory skills. Fluent in English and Zulu.

DUTIES

Responsible for the efficient management of gateway Clinic. Monitor and evaluate performance of clinic staff according to set standards, norms, targets and to ensure effective reporting. Monitor and evaluate all PHC programmes implemented within the designated service area. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative service. Provisions of three streams of primary health care nursing. Contribute to the realization of ideal clinic (ICRM) status. Ensure quality service delivery through the implementation of NCS within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resource. Provision of administrative services by planning, organizing and ensuring the availability of medicines, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Ensure monitoring and evaluation of staff performance through the EPMDMS system. Ensure quality data management is implemented and monitored at the clinic.

ENQUIRIES

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

APPLICATIONS

Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: (034) 3313011.

FOR ATTENTION

Mr. AN Mange

NOTE

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. 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. Note: Please note that due to financial constraints there will be no payment for S&T claims. Employment equity target African male.

CLOSING DATE : 03 January 2020

POST 45/109 : OPERATIONAL MANAGER NURSING: SPECIALTY (MATERNITY) REF NO: MONT 14/2019

SALARY : R562 800 per annum (OSD)
CENTRE : Montebello Hospital
REQUIREMENTS : Senior Certificate (Grade 12), Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with SANC as General Nurse and Midwife. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. At least five (6) years of the period referred to above must be appropriate/recognizable experience in O&G after obtaining 1 year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current annual practicing certificate (SANC Receipt). Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES : Provision of an efficient, professional nursing management service within the scope of practice as laid down by the nursing act and applicable legislation. Coordination of optical, holistic specialized nursing care provided within set standards and professional/legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Monitor and control Human Resource needs, utilization and development. Monitor and supervise staff performance in Maternity wards. Manage discipline, grievances and other HR related issues including monitoring and managing absenteeism. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Ensure implementation of priority programs. Compile monthly and quarterly report. Will be required to relieve in the Matrons office after hours and during the weekends.

ENQUIRIES : Ms N. Ngceza Tel No: (033) 506 7096
APPLICATIONS : Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African
Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE**: 10 January 2020

**POST 45/110**: OPERATIONAL MANAGER NURSING PRIMARY HEALTH CARE SUPERVISOR REF NO: OP MAN PHC 12/2019 (X1 POST)

**SALARY**: R562 800 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

**CENTRE**: Eshowe District Hospital: Eshowe Sub-District PHC

**REQUIREMENTS**: Senior Certificate/Grade 12. Basic R425 qualification i.e. Degree/Diploma in General Nursing and Midwifery, Registration with South African Nursing Council as a Professional Nurse (PHC), One year post basic Diploma in PHC Care accredited with the South African Nursing Council Experience: minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing, at least 5 years of the period above must be recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous employers is compulsory. Unendorsed drivers license code 08. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendation: Computer literacy with proficiency in MS software application. Knowledge, Skills, Training and Competencies Required: Financial management, leadership, organizational, decision making and problem solving skills. Knowledge of public service policies and other health related prescripts. Sound knowledge of code of conduct. Good interpersonal skills. Human Resource management and Labour Relations Act. Knowledge of public services acts, regulations and policies. Knowledge and experience in implementation of Batho Pele principles, patient’s right charter and code of conduct. Knowledge on SANC rules and regulations.

**DUTIES**: Ensuring provision of comprehensive PHC service according to DHS package. Supervision of all programmes in the sub- district using the standardized prescribed audit tools and ensure QIPs are developed and monitored. Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure appropriate implementation of Batho Pele principles and proper complaint management. Demonstrate a basic understanding of HR and financial policies and practices. Maintain intersectoral collaboration with other government structures through operation Sukuma Sakhe activities. Ensure that quality standards are implemented (Norms and Standards, Ideal Clinic Realization).

**ENQUIRIES**

Nursing Manager: Dr FN Dube Tel No: (035) 4734500

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

**FOR ATTENTION**: Mrs GZ Dube: Human Resource Manager

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

**CLOSING DATE**: 03 January 2020

**POST 45/111**: ASSISTANT MANAGER NURSING – MONITORING & EVALUATION REF NO: CBH12/2019 (X1 POST)

**SALARY**: R562 800 – R652 437 per annum. Other Benefits: Medical Aid: optional/Housing Allowance: criteria to be met/13th Cheque 8% Rural Allowance.

**CENTRE**: Catherine Booth Hospital

**REQUIREMENTS**: Standard 10 or Grade 12. Degree/Diploma in Nursing. Current Registration with South African Nursing Council as a Professional Nurse (2020 SANC receipt). A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of current and previous experience endorsed and stamped by the employer/s must be attached. Knowledge of the legislative, policy and M & E Framework informing health services delivery. Knowledge of legislation and planning framework. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organization and co-ordination skills. Knowledge of Data Management and M & E principles. Decision making skills. Ability to compile concise reports.

**DUTIES**: Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M & E Framework and monitor research activities in the institution. Implement the M & E framework at facility level and monitor implementation at feeder clinics. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor compliance with implementing the M & E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & control policy guidelines. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Coordinate functions of HIT (Health Information Team). Ensure information on births, mobility and mortality reviews are conducted on monthly basis. Ensure data is validated as per Data Management Standard Operation Procedures. Provide reports to the management and Governance Structure. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well DHER sessions. Ensure the efficient effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems and plans are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor Audit findings and ensure implementation of actions plans. Ensure implementation of the total quality management framework and compliance to National Core Standards.

**ENQUIRIES**: Ms TR Vezi Tel No: (035) 474 8402

**APPLICATIONS**: All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMialazi Municipality Ward15, Amatikulu, 3801.

**NOTE**: The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-
www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old). A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Preference will be given to African Male.

**CLOSING DATE**

03 January 2020

**POST 45/112**

OPERATIONAL MANAGER: NURSING (SPECIALTY) PHC REF NO: OTHO CHC 22/2019 (X1 POST)

**SALARY**

R562 800 per annum (OSD) Other Benefits: 13TH Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements).

**CENTRE**

Othobothini Community Health Centre (Jozini)

**REQUIREMENTS**

Senior Certificate/TD 10/ Grade12. Basic R425 qualification (diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate experience after obtaining the one year post basic qualification in Primary Care, Proof of current registration with SANC (2019). Valid driving license C1 (Code 10) with PDP. The Employment Equity Target for this post is African Male Leadership, organization, decision making, supervisory and problem solving abilities within the limit of the Public sector and institution policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the clinic. Communication and interpersonal skills including Public relations, negotiating, coach, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to relevant resources under management. Insight into procedures and polices pertaining care, computer skills in basic programmes. Knowledge Human Resource Management policies and guidelines.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure the implementation and monitoring of all PHC programs including priority programs in the mobile clinic. Manage and monitor proper utilization of human, financial, physical and material resources. Participate in formulation of patients care related policies, vision, mission and objective of the clinic. Communication and interpersonal skills including Public relations, negotiating, coach, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to relevant resources under management. Insight into procedures and polices pertaining care, computer skills in basic programmes. Knowledge Human Resource Management policies and guidelines.

**ENQUIRIES**

Ms I.N. Mthethwa Tel No: (083) 2043264

**APPLICATIONS**

Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

**NOTE**

Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website www.kzhealth.gov.za. No faxed or e-mailed applications will be accepted. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted.
together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE : 03 January 2020

POST 45/113 : CHIEF RADIOGRAPHER: THERAPY: (SUPERVISOR): RADIATION ONCOLOGY. TREATMENT MACHINES/PLANNING REF NO: CHRAD/RADONC/2019

SALARY : R466 119 per annum

CENTRE : Addington Hospital: KwaZulu-Natal


DUTIES : Undertake all arears of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and treatment accessory production and supervision thereof. Ensure that all planned directives in the delivery of the radiation of patients are undertaken. Undertake overall responsibility for the operation, care and maintenance of all major equipment and accessories used in radiation planning and treatment units. Undertake and ensure that all administrative duties related to the management of the division in the department, and that radiation record keeping is maintained. Perform quality control procedures. Liaise with Deputy Director, Assistant Director, Physicists, and Oncologists, Oncology nurses, patients and relatives in ensuring maintenance of patient care standard in the division. Ensure that client’s right and patient’s right as per National Patient’s Right Charter are respected and to implement National Core Standard principles. Updating treating protocols, policies and procedures. Undertake Quality Assurance of treatment folders at Planning & Treatment machines. Do EPMDS for staff in your division and other support staff in the Units. Collect Treatment machines & planning statistics as and when required. General administrative duties as allocated. If in planning, make sure you adhere to protocol that patients will commence treatment at least two week after planning CT scan. If on the Treatment machines, be able to maintain the patient numbers from 35-40 per day on each Linear Accelerator.

ENQUIRIE : Mr P Mazibuko Tel No: (031) 327 2200/2197

APPLICATIONS : All applications should be forwarded to: Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 9, Human Resource Department, 1st Floor, and Addington Hospital.

FOR ATTENTION NOTE : The Human Resource Department 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:** 10 January 2019

**Post 45/114:** **RADIOGRAPHER: NUCLEAR MEDICINE REF NO: RADNUCMED/1/2019 (X1 POST)**

**Department:** Nuclear Medicine

**Salary**

- **Grade 1:** R395 703 per annum (Plus 13th Cheque, Medical Aid - Optional & Housing Allowance) Employee must meet prescribed requirements.
- **Grade 2:** R466 119 per annum (Plus 13th Cheque, Medical Aid optional and Housing Allowance) Employee must meet prescribed requirements.
- **Grade 3:** R549 066 per annum (Plus 13th Cheque, Medical Aid optional and Housing Allowance) Employee must meet prescribed requirements.

**Centre**

- Inkosi Albert Luthuli Central Hospital

**Requirements**

- Diploma or Bachelor degree in Nuclear Medicine Radiography. Current registration with the Health Professions Council of South Africa as a Nuclear Medicine Radiographer. A minimum of one year clinical experience in Nuclear Medicine will be an advantage. Experience: **Grade 1:** Four (4) years ’appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as Nuclear Medicine Radiographer. **Grade 3:** Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Nuclear Medicine Radiographer. Knowledge, Skills, Training and Competence Required: Sound knowledge of nuclear medicine procedures and equipment. Ability to work independently and in a team. Good verbal and written communication skills. Sound knowledge of Radiation Safety/Protection Regulations. Knowledge of Quality Assurance. Computer literacy. Patient empathy. Current Nuclear Medicine clinical experience. PET imaging experience will be an advantage. Knowledge of the patient’s rights, ethical code of conduct and Batho Pele.

**Duties**

- Co-ordinate and undertake nuclear medicine radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in/perform complex nuclear medicine procedures including PET studies. Supervise in-service training of students and/or radiographers. Supervise subordinates and or other support personnel within the department. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Play an important role concerning discipline, counselling and guidance to junior staff. Promote team work in the department. Ensure the objectives of Batho Pele and Patient Rights are met. Participate in quality improvement programmes.

**Enquiries**

- Dr Fozy Peer Tel No: (031) 240 1881

**Applications**

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

**Note**

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

CLOSING DATE : 03 January 2020

POST 45/115 : PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 10/2019 (X2 POSTS)
Re-Advertisement

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

CENTRE : ST Andrews Hospital: Maternity Ward

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

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

ENQUIRIES : MRS MR Singh Tel No: (039) 433 1955 EXT 211
APPLICATIONS : Should Be Forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities and African Males are encouraged to apply.
CLOSING DATE : 03 January 2020

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POST 45/116 : PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 59/2019
(X6 POSTS)
Directorate: Paediatrics and ICU

SALARY : Grade 1: R383 226 – R444 276 per annum
          Grade 2: R471 333 – R579 696 per annum

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent qualification plus Degree/Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse (Paediatrics and ICU), One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate/recognizable registration experience as a General Nurse. Proof of current registration with SANC. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nurse plus 1 year Post basic qualification in neonatal nursing. Grade 2: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nurse, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in and neonatal nursing Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements. Recommendation: Computer Literacy Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to, give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources.

ENQUIRIES : Mr. B.B. Khoza Tel No: (031) 360 3026

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

CLOSING DATE : 03 January 2020
POST 45/117: ASSISTANT DIRECTOR: SYSTEMS REF NO: EST/16/2019

SALARY: R376 596 per annum plus Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional).

CENTRE: Estcourt District Hospital


DUTIES: Manage and coordinate the following areas to ensure optimal and cost effectiveness: Cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping, laundry, transport, switchboard and administrative services. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence to ensure compliance with service level agreement and highest level of care. Analyze alternative for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency. Ensure effective, efficient and economical utilization of resource allocated to the institution including the development. Ensure that all institutions information System (patient related and other) is maintained so as to provide reliable, valid timeous processing and information. Ensure compliance with Healthy and Safety and Disaster Management requirements by all staff members. Ensure compliance to NATIONAL Core Standards and make me look like a hospital Programme. Develop and implement policies. Effective management of the performance of employees according to EPMDS.

ENQUIRIES: Mr. MP Bhekenya Tel No: (036) 342 7000

APPLICATIONS: must be forwarded to: The Human Resources Manager Estcourt District Hospital Private Bag, X 7058 Estcourt 3310.

CLOSING DATE: 03 January 2020

POST 45/118: PROFESSIONAL NURSE – GENERAL STREAM MMC REF NO: EGUM 24/2019 (X1 POST)

SALARY: Grade 1: R256 905 – R297 825 per annum
Grade 2: R315 936 – R362 865 per annum
Grade 3: R383 226 – R485 475 per annum

Other Allowances: 13TH Cheque, 8% Rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE: Institution: E G & Usher Memorial Hospital

REQUIREMENTS: Matric or senior certificate. Diploma/Degree in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery. Registration with SANC as a General Nurse and Midwife/Accoucheur. Current South African Nursing Council receipt – (2020). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Recommendations: Valid Driver’s Licence – 08 (EB). MMC experience and Certificate from Centre of Excellence if applicable. In addition: Grade 1: No experience required. Grade 2: A minimum of ten (10) years appropriate recognizable experience as a Professional Nurse with SANC in General Nursing. Grade 3: A minimum of twenty (20) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training And Competencies Required Knowledge of nursing care processes and procedures, nursing statues and other legal framework such as Nursing Act, Health Act, Patient’s Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relation Act, Disciplinary Code and Procedure, etc. Good skills in Communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage. Ability to formulate
patient related policies. Basic understanding of HR and Financial policies and procedures. Good communication skills, leadership and decision making qualities. Team building and cross cultural awareness.

**DUTIES**
Coordinate all VMMC activities and prepare a conducive/therapeutic environment for the conduct of VMMC. Ensure effective implementation of HIV prevention strategies including condom distribution within the sub district Out Patient department delegation/allocation of duties Recruitment of boys for voluntary male medical circumcision (VMMC). Conducting of MMC on all eligible boys. Ensure conducting of proper nursing documentation on all patients records/clinical audits Compiling VMMC stats daily, weekly, monthly and quarterly for submission to next reporting level. Develop actions plans on identified gaps and monitor implementation of those plans Supervision of elementary staff. Attending to therapeutic team rounds to prevent adverse events and carrying out doctors’ orders. Keeping quality records for all patients. Promote a therapeutic/infection free environment within the unit/wards. Promote use and adherence to infection control and prevention policies. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences including the sub district VMMC supporting partners. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by nursing standards.

**ENQUIRIES**
Mr M.J. Mbali Tel No: (039) 797 8100

**APPLICATIONS**
Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**FOR ATTENTION**
Human Resource Department

**NOTE**
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUUM 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. Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

**CLOSING DATE**
03 January 2020 @ 16h00 afternoon

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**DEPARTMENT OF TRANSPORT**
**The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer**

**APPLICATIONS**
Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

**CLOSING DATE**
07 January 2020 (at 16h00). Applications received after the closing date and time will not be considered.
Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver’s license (where a driver’s license is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

OTHER POST

POST 45/119

DEPUTY DIRECTOR: MECHANICAL REF NO: P 26/2019

SALARY

R733 257 per annum (all inclusive remuneration package)

CENTRE

Regional Office, Durban

REQUIREMENTS

An appropriate Bachelor Degree or National Diploma (T/S/N-Stream) in the Mechanical Engineering discipline (NQF Level 6); plus A minimum of 3 years junior management experience in the field of preventative maintenance and repairs of earthmoving equipment plant such as Bulldozers, Graders, Excavators, TLBs and Trucks; plus A valid driver’s licence (minimum code B). Knowledge, Skills, Training and Competencies Required: In depth knowledge of maintenance and repairs management of plant. A sound knowledge of plant fleet management. A wide knowledge of oil analysis programme. Knowledge of Road Traffic and Transportation legislation, Dangerous Goods Regulations, Occupational Health and Safety Act (OHS), Environmental Conservation Act. Sound knowledge of transport regulations (ENATIS). Sound knowledge of Public Finance Management Act (PFMA) and Practice Notes. Knowledge and understanding of public service legislations such as Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act and Employment Equity Act, Public Service Regulations. Numeric skills. Operating equipment skills. Good verbal and written communication skills. Basic language skills.

**DUTIES**: Control and manage preventative maintenance and repair of plant, equipment and vehicles for the Region. Develop and control mechanical component business plan to ensure correct allocations and management of expenditure for the component. Manage and co-ordinate mechanical administrative functions of plan of the Region. Manage human resources in terms of prescribed policies and procedures. Maintain safe working environment for the component. Conduct contractual processes with companies intending to be on contract with the department for mechanical component.

**ENQUIRIES**: Mr JS Mbhele Tel No: (031) 700 2222
ANNEXURE J

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.

APPLICATIONS:

Applications for Mavambe Secure Care Centre: should be addressed to, The Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.

Polokwane Welfare Complex or Polokwane Secure Care Centre: should be directed to: Head of Institution: Private Bag X9513, Polokwane, 0700 or hand delivered at Plot 303, Sterkloop, Polokwane. Workplace Experience posts for TVET graduates should be addressed to various institution as per the applicant’s need, however it is advisable to applicant to apply to institution close to their place of residents to avoid expenses on travelling and/or accommodation.

In addition to the Head office and Polokwane welfare Complex addresses as indicated, other addresses are as follows:

Capricorn: The District Director, Private Bag X 9709, Polokwane, 0700
Sekhukhune: The District Director, Private Bag X80, Lebowakgomo, 0737
Vhembe: The District Director, Private Bag X5040, Thohoyandou, 0950
Waterberg: The District Director, Private Bag X1051, Modimolle, 0950
Mopani: The District Director, Private Bag X9689, Giyani, 0826

CLOSING DATE: 03 January 2020 @16h00

NOTE: 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. A confirmation letter from the TVET College indicating that the leaner is in need of workplace experience is required for TVE: All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be entered into with the shortlisted candidates only 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, 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. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will results in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Travelling expenses associated with interviews will be incurred by the applicant.

OTHER POSTS

POST 45/120:

SOCIAL WORK MANAGER GRADE 1 REF NO: DSD/2019/49

SALARY:

Grade 1: R794 889 per annum (All-Inclusive Remuneration Package)

CENTRE:

Polokwane Welfare Complex (Secure Care Centre)

REQUIREMENTS:

DUTIES: Provide leadership and management at the centre. Provide Social Work service of the highest, most advanced and specialised nature within the secure care centre with regard to the care, support, protection and development of children and youth in conflict with the law through the relevant programmes in partnership with the relevant stakeholders. Provide comprehensive children services according to Children’s Act and Child Justice Act. Facilitate the development and planning of programmes and intervention to render a social work service through the efficient, economical and effective utilisation of financial resources. Develop business plan in line with the strategic objectives of the department. Overall management of administration at the Institution. Management of child and youth care information management system (CYCA).

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.

POST 45/121: HEAD OF INSTITUTION REF NO: DSD/2019/50 (X1 POST)

SALARY: R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)

CENTRE: Mavambe Secure Care Centre


DUTIES: Develop business plan in line with the strategic objectives of the department. Provide leadership and management at the centre. Provide comprehensive children services according to Children’s Act and Child Justice Act. Manage provision of social, emotional and psychological care services. Provide human resource management and development. Manage health care services. Manage resources [human, physical and financial]. Overall management of administration at the Institution. Promote inter-sectoral and interdepartmental partnerships. Promote linkages between the facility, community and private sector. Monitor the implementation of secure care programmes for children and youth admitted in the centre. Ensure that statutory process in terms of admission and discharge of children are adhered to. Management of child and youth care information management system (CYCA).

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4375/4426.

POST 45/122: PSYCHOLOGIST (CLINICAL): GRADE 1 REF NO: DSD/2019/51

SALARY: R713 361 per annum

CENTRE: Polokwane Welfare Complex

REQUIREMENTS: Qualifications and competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. A valid driver’s licence (with the exception of persons with disabilities).The successful candidate will also serve other institutions in case assessment. Knowledge and Skills: Knowledge of the Public Service, Health and Social Assistance Legislation. Knowledge of Medical Practices and Guidelines. Experience in secure care environment will be an added advantage.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/123: SOCIAL WORK SUPERVISOR: GRADE 1 REF NO: DSD/2019/52

SALARY: R384 288 per annum

CENTRE: Polokwane Secure Care Centre (X1 Post) Mavambe Secure Care Centre (X1 Post)


DUTIES: Ensure that social work services with regard to the care, support, protection and development of children and youth in the centre are provided. Ensure service compliance to norms and standards governing secure care centres. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all relevant programmes in the centre. Monitor the implementation of secure care programmes for children and youth admitted in the centre. Rendering administration support. Management of child and youth care information management system (CYCA).

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/124: CLINICAL NURSE PRACTITIONER REF NO: DSD/2019/53 (X1 POST)

SALARY: Grade 1: R383 9226 per annum

CENTRE: Polokwane Welfare Complex

REQUIREMENTS: Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. A valid driver’s licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy. Experience in secure care environment will be an added advantage.

DUTIES: Provide nursing and occupational therapy services to children and youth in the centre, Provide direction and supervision of nursing services in the centre for the implementation of the Nursing plan (Clinical practice and quality patient care) Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Patient transfer to other health facilities. Management of child and youth care information management system (CYCA).

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/125: ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: DSD/2019/54

SALARY: R376 596 per annum, (Level 09)

CENTRE: Polokwane Welfare Complex

REQUIREMENTS: Qualifications and Competencies: An appropriate Bachelor’s degree or equivalent qualification. A valid driver’s licence (with the exception of persons with disabilities). A minimum of 3-5 experience in one or more of the following field: Human Resource Management, Fleet Management, Human Resource
Development and Planning and Labour Relations: Knowledge And Skills:
Sound and in-depth knowledge of relevant prescripts, and application of human resources, Human Resource Development, Labour Relations as well as understanding of the legislative framework governing the Public Service such as Basic Condition of Employment Act, Promotion of Access to information Act, Public Service Regulation, Public Service Act, Labour Relations Act etc. Leadership skills. Time management. Co-ordination skills. Change and knowledge management. Facilitation skills. Good communication skills. Problem solving skills. People management skills. Policy analysis and development.

DUTIES:
- Develop the business plan in line with the strategic objectives of the complex corporate services. Manage and co-ordinate Human Resource Management processes. Manage and co-ordinate the Human Resource Development and Planning processes. Manage and co-ordinate labour relations. Manage and ensure effective and efficient logistical services. Ensure effective and efficient management of fleet.

ENQUIRIES:
General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/126:
**OCCUPATIONAL THERAPIST: GRADE 1 REF NO: DSD/2019/55**

**SALARY:** R317 976 per annum

**CENTRE:** Polokwane Welfare Complex (X1 Post) Mavambe Secure Care Centre (X1 Post)

**REQUIREMENTS:**
- Qualifications and competencies: An Appropriate Bachelor’s degree in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience in Psychiatry will be an added advantage. Experience in secure care environment will be an added advantage. A valid driver’s licence. Knowledge And Skills: Knowledge of legal framework governing the Public Service. Interpretation of policies. Computer literacy. Good verbal and written communication. Experience in secure care environment will be an added advantage.

**DUTIES:**
- Render occupational therapy services in allocated areas of work that comply with the norms and standards as indicated by health policies. Assessment and treatment of patients in allocated work. Management of child and youth care information management system (CYCA).

**ENQUIRIES:**
General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/127:
**SENIOR ADMIN OFFICER: SUPPORT SERVICES REF NO: DSD/2019/56 (X1 POST)**

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

**CENTRE:** Mavambe Secure Care Centre

**REQUIREMENTS:**
- Qualifications and competencies: An Appropriate Bachelor’s degree or equivalent qualification at NQF level 06. Minimum experience of two (02) years’ experience in administration. Knowledge And Skills: Interpersonal relations. Good understanding of office administration. Computer Skills. Good communication skills. Financial management skills. Experience in secure care environment will be an added advantage.

**DUTIES:**
- provide administrative support, provide Human Resource Practice and administration, Co-ordinate catering services. Coordinate laundry services. Coordinate record management support. Render auxiliary services.

**ENQUIRIES:**
General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/128:
**SOCIAL WORKER REF NO: DSD/2019/58**

**SALARY:** Grade 1: R257 592 per annum

**CENTRE:** Polokwane Secure Care Centre (X4 Posts) Mavambe Secure Care Centre (X3 Posts)

**REQUIREMENTS:**
- An appropriate Bachelor’s Degree in Social Work or equivalent qualification as recognized by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver’s licence (with the
exception of persons with disabilities). Knowledge and skills: Knowledge and understanding of human behaviour, social systems and skills to intervene at a point where people interact with their environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy. Experience in secure care environment will be an added advantage.

**DUTIES**

Render an advanced and specialized social work services with regard to care, protection and development of children and youth in the centre. Provide pre and post court counselling. Facilitate group work. Provide individual and group counselling. Conduct advanced and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job. Management of child and youth care information management system (CYCA).

**ENQUIRIES**

General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

**POST 45/129**

**PROFESSIONAL NURSE REF NO: DSD/2019/57 (X1 POST)**

**SALARY**

Grade 1: R256 905 per annum

**CENTRE**

Mavambe Secure Care Centre

**REQUIREMENTS**

Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy. Experience in secure care environment will be an added advantage.

**DUTIES**

Provide nursing and occupational therapy services to children and youth in the centre, Provide direction and supervision of nursing services in the centre for the implementation of the Nursing plan [Clinical practice and quality patient care]. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Patient transfer to other health facilities. Management of child and youth care information management system (CYCA).

**ENQUIRIES**

General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

**POST 45/130**

**CHILD AND YOUTH CARE SUPERVISOR REF NO: DSD/2019/59**

**SALARY**

Grade1: R199 188 per annum

**CENTRE**

Polokwane Secure Care Centre (X1 Post)

Mavambe Secure Care Centre (X1 Post)

**REQUIREMENTS**

Qualifications and competencies: An appropriate recognised NQF level 4 (Grade 12) or relevant qualification and Basic qualification in Child Care. A minimum of 10 years appropriate experience in child and youth care work after obtaining the required qualification. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children’s act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication and listening skills, Ability to intervene and resolve conflict, Good time keeping, Ability to maintain confidentiality. Ability to work with children in conflict with the law. Knowledge of the rules and procedures of the secure care centre. Experience in secure care environment will be an added advantage.

**DUTIES**

Facilitate and supervise (Secure), the caring for and life space interventions of children and youth. Participate in the multi-disciplinary team. Supervise staff to ensure an effective care services. Perform clerical/administration functions,
keep up to date with new developments in the child and youth care field. Management of child and youth care information management system (CYCA).

ENQUIRIES:
General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/131:
ARTISAN: GENERAL MAINTENANCE GRADE A REF NO: DSD/2019/60

SALARY:
R190 653 per annum

CENTRE:
Mavambe Secure Care Centre (X1 Post)

REQUIREMENTS:

DUTIES:
Provide planning and coordination of facility development and maintenance. Manage and coordinate the implementation of contracts. Quality control and statutory inspections. Monitor the performance of the multidisciplinary teams at various capital projects and post construction maintenance on physical facilities. Development, advice and monitor the implementation of maintenance policies. Provide technical progress report on projects.

ENQUIRIES:
General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/132:
HRM CLERK REF NO: DSD/63 (X1 POST)

SALARY:
R173 703 per annum (Level 05)

CENTRE:
Mavambe Secure Care Centre

REQUIREMENTS:
Qualifications and competencies: Grade 12 or equivalent qualification. Bachelor’s degree or equivalent qualification in Human Resource Management will be an added advantage. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES:
Render recruitment and selection services. Render conditions of service and benefits. Implement the Performance Management and Development System. Assist and give support to line functions on human resource management issues.

ENQUIRIES:
General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/133:
ADMIN CLERK REF NO: DSD/2019/64 (X1 POST)

SALARY:
R173 703 per annum. (Level 05)

CENTRE:
Mavambe Secure Care Centre

REQUIREMENTS:
Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES:

ENQUIRIES:
General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/134:
ACCOUNTING CLERK REF NO: DSD/2019/65 (X2 POSTS)

SALARY:
R173 703 per annum (Level 05)

CENTRE:
Mavambe Secure Care Centre

REQUIREMENTS:
Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Understanding of PFMA. Stores administration, Procurement procedures. Controlling of stock, Computer skills, Knowledge of Logis and BAS.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/135: STAFF NURSE REF NO: DSD/2019/61

SALARY: Grade 1: R171 381 per annum

CENTRE: Polokwane Secure Care Centre (X1 Post)
Mavambe Secure Care Centre (X2 Posts)


ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/136: CHILD AND YOUTH CARE TEAM LEADER REF NO: DSD/2019/62

SALARY: Grade 1: R157 245 per annum

CENTRE: Polokwane Welfare Complex (X9 Posts)
Mavambe Secure Care Centre (X3 Posts)

REQUIREMENTS: Qualifications and competencies: An appropriate recognised NQF level 4 (Grade 12) or relevant qualification and Basic qualification in Child Care. A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children’s act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication and listening skills. Ability to intervene and resolve conflict. Good time keeping. Ability to maintain confidentiality. Experience in secure care environment will be an added advantage.


ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/137: SOCIAL AUXILIARY WORKER REF NO: DSD/2019/66 (X2 POSTS)

SALARY: Grade 1: R148 215 per annum

CENTRE: Mavambe Secure Care Centre

REQUIREMENTS: Registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker Knowledge and Skills: Demonstrate basic understanding of the South African Social Welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Reflect values and principles contained in the Bill of Rights and the social work profession’s Code of Ethics. Basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Knowledge and understanding of human behaviour, relationship system and social issues. Good record keeping. Communication and coordination skills. Computer literacy. Experience in secure care environment will be an added advantage.

DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of children and youth in the centre. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.
ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/138: FOOD SERVICE SUPERVISOR REF NO: DSD/2019/67 (X1 POST)

SALARY: R145 281 per annum (Level 04)

CENTRE: Mavambe Secure Care Centre

REQUIREMENTS: Qualifications and competencies: Grade 12 or equivalent qualification. Experience in food service. Knowledge And Skills: Computer literacy. Good communication skills. Interpersonal skills.

DUTIES: Provide high quality nutritious food to clients. Maintain good hygiene and safety practices. Assist in the management of funds allocated to the section. Manage resources [Physical and Human].

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/139: TELECOM OPERATOR REF NO: DSD/2019/68

SALARY: R145 281 per annum (Level 04)

CENTRE: Polokwane Welfare Complex (X1 Post) Mavambe Secure Care Centre (X1 Post)

REQUIREMENTS: Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge And Skills: Computer literacy. Good communication skills. Interpersonal skills.

DUTIES: Receiving incoming and outgoing calls. Administer requisition forms and respond to queries. Transfer calls to relevant extensions. Take message and refer to the relevant person.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/140: DATA CAPTURE REF NO: DSD/2019/69 (X1 POST)

SALARY: R145 281 per annum (Level 04)

CENTRE: Polokwane Welfare Complex

REQUIREMENTS: Qualifications and competencies: Grade 12 or equivalent qualification. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.

DUTIES: Assist with the capturing of data in the Departmental online reporting system. Gather and conduct data quality checks. Maintain and compile weekly, monthly, quarterly and annual statistics reports. Management of child and youth care information management system (CYCA).

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

POST 45/141: CHILD AND YOUTH CARE WORKER REF NO: DSD/2019/70

SALARY: Grade1: R140 958 per annum

CENTRE: Polokwane Welfare Complex (X62 posts) Mavambe Secure Care Centre (X36 Posts)

REQUIREMENTS: Qualifications and competencies: An appropriate recognised NQF level 4 (Grade 12) or relevant qualification and Basic qualification in Child Care. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children’s act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills. Experience in secure care environment will be an added advantage.

DUTIES: Receive children and youth to the care facility after admission. Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/ youth receive medical services. Facilitate the independent living and recreational programmes. Organise family visits and contacts. Escort children to external
services. Assist with implementation of developmental and therapy programmes. Perform administration duties.

**ENQUIRIES**

General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

**POST 45/142**

**DRIVER REF NO: DSD/2019/71**

**SALARY**

R122 595 per annum (Level 03)

**CENTRE**

Mavambe Secure Care Centre (X1 Post)

Polokwane Welfare Complex Care Centre (X2 Posts)

**REQUIREMENTS**

Qualifications and competencies: Junior Certificate or Std 08. A valid driver’s licence. Public Driver’s Permit (PDP). Knowledge And Skills: Good communication skills. Interpersonal skills.

**DUTIES**

Transport clients to various destinations. Collect post and documents in and out of the Institution. Responsible to take vehicles to and from merchants. Ensure cleanliness of state vehicles.

**ENQUIRIES**

General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

**POST 45/143**

**GROUNDSMAN REF NO: DSD/2019/72 (X2 POSTS)**

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Mavambe Secure Care Centre

**REQUIREMENTS**

Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Interpersonal skills.

**DUTIES**

Render gardening services. Use and keep all the gardening material properly. Requisition of gardening materials.

**ENQUIRIES**

General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

**POST 45/144**

**CLEANER REF NO: DSD/2019/73 (X4 POSTS)**

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Mavambe Secure Care Centre

**REQUIREMENTS**

Qualifications and competencies: Junior Certificate or Std 08. Knowledge and Skills: Writing skills.

**DUTIES**

Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Ensure infection control.

**ENQUIRIES**

General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

**POST 45/145**

**FOOD SERVICE AID REF NO: DSD/2019/74 (X4 POSTS)**

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Mavambe Secure Care Centre

**REQUIREMENTS**

Qualifications and competencies: junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge And Skills: Good communication skills. Interpersonal skills.

**DUTIES**

Prepare and serve meals to children and youth. Cleaning and purification of the kitchen, canteen and equipment.

**ENQUIRIES**

General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/ Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

**POST 45/146**

**LAUNDRY AID REF NO: DSD/2019/75 (X2 POSTS)**

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Mavambe Secure Care Centre

**REQUIREMENTS**

Qualifications and competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge And Skills: Good communication skills. Interpersonal skills.

**DUTIES**

Cleaning of linen clothing and textiles for the Institution.
ENQUIRIES: General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4315/4426.

WORKPLACE EXPERIENCE POSTS FOR UNEMPLOYED TECHNICAL VOCATIONAL EDUCATION AND TRAINING COLLEGE (TVET) GRADUATES

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 45/147</th>
<th>HUMAN RESOURCE MANAGEMENT REF NO: DSD/2019/76</th>
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<tbody>
<tr>
<td>STIPEND</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (X1 Post)</td>
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<tr>
<td></td>
<td>Capricorn (X1 Post)</td>
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<tr>
<td></td>
<td>Sekhukhune (X2 Posts)</td>
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<tr>
<td></td>
<td>Mopani (X1 Post)</td>
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<td></td>
<td>Waterberg (X2 Posts)</td>
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<td>Vhembe (X1 Post)</td>
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<td></td>
<td>Polokwane Welfare Complex (X1 Post)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>N6 Certificate.</td>
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<tr>
<td>ENQUIRIES</td>
<td>General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4426/4315.</td>
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<tr>
<th>POST 45/148</th>
<th>MARKETING MANAGEMENT REF NO: DSD/2019/77</th>
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<tbody>
<tr>
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<tr>
<td>CENTRE</td>
<td>Head Office (X1 Post)</td>
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<td>REQUIREMENTS</td>
<td>N6 Certificate.</td>
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<td>General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4426/4315.</td>
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<th>POST 45/149</th>
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<tbody>
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<td>STIPEND</td>
<td>R2 500 per month</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (X3 Posts)</td>
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<td></td>
<td>Capricorn (X2 Posts)</td>
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<td>Sekhukhune (X1 Post)</td>
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<td>Mopani (X1 Post)</td>
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<td>Waterberg (X1 Post)</td>
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<td>Vhembe (X1 Post)</td>
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<td>Polokwane Welfare Complex (X1 Post)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>N6 Certificate.</td>
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<tr>
<td>ENQUIRIES</td>
<td>General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4426/4315.</td>
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<th>MANAGEMENT ASSISTANT REF NO: DSD/2019/79</th>
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<td>Capricorn (01 Post)</td>
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<td>Sekhukhune (01 Post)</td>
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<td>Waterberg (01 Post)</td>
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<td>Vhembe (01 Post)</td>
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<td>Polokwane Welfare Complex (X1 Post)</td>
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<td>REQUIREMENTS</td>
<td>N6 Certificate.</td>
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<tr>
<td>ENQUIRIES</td>
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<tr>
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<tbody>
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<td>R2 500 per month</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (X1 Post)</td>
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<tr>
<td></td>
<td>Capricorn (X1 Post)</td>
</tr>
</tbody>
</table>
Sekhukhune (X1 Post)  
Mopani (X2 Posts)  
Waterberg (X1 Post)  
Vhembe (X2 Posts)  
Polokwane Welfare Complex (X1 Post)  

REQUIREMENTS : N6 Certificate.  
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4375/4426/4315.
ANNEXURE K

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

APPLICATIONS:

Applications quoting relevant reference, should be forwarded as follows:

Provincial Office, Private Bag x 2068, Mmabatho, 2735

Mmabatho College Nursing, Private Bag x 2178, Mahikeng, 2745

Excelsius Nursing College, Private Bag A 19, Klerksdorp, 2570

Joe Morolong Memorial Hospital, P/Bag X 4, Vryburg, 8600

Job Shimankana Tabane Hospital: Private Bag x 82079, Rustenburg, 0300

Potchefstroom Hospital: Private Bag x 938, Potchefstroom, 2531

Ngaka Modiri Molema: District Office, Private Bag x 116, Mmabatho, 2735

Witrand: Hospital, Private Bag x 253, Potchefstroom, 2520

Gelukspan: District Hospital, Private Bag x 25, Raditshuo, 2738

Mafikeng: Provincial Hospital, Private Bag x 2031, Mafikeng 2745

Thusong/General De La Rey Hospital: Complex, Private bag X 12025, Lichtenburg, 2740

Lehurutshe/Zeerust Hospital: Private bag X 1326, Zeerust, 2865

Ratlo: Sub-District Office, Private bag A 208, Madibogo, 2865

Tsweang: Sub- District Office, Private Bag X 5003, Delareyville, 2770

Mafikeng: Sub-District Office, Private bag X 127, Mafikeng, 2745

Ditsobotla: Sub-District Office, Private bag X 12051, Lichtenburg, 2740

Greater Taung: Sub-District Office, Private bag X 1052, Taung Station, 8580

Schweizer-Reneke Hospital: Private bag X 01 Schweizer-Reneke Hospital, 2780

Klerksdorp/Tshepong: Hospital Complex, Private Bag X A14, Klerksdorp 2570

Brits Hospital: Private bag X 5030, Brits, 0250

Moses Kotane: Sub -District Office Private Bag X 1045, Mogwase, 0314

Rustenburg: Sub- District Office: Private bag X 82055, Rustenburg, 0300

Bophelong: Psychiatric Hospital, Private bag X 2031, Mafikeng, 2745

Madibeng: Sub-District Office, Private bag X 5084, Brits, 0250

Ganyesa: District Hospital, Private bag X 528, Ganyesa, 8613

FOR ATTENTION:

Mr K.M Motoko Tel No: (018) 391 4406 (Provincial Office)

Ms T Batyi Tel No: (018) 392 0600 (Mmabatho College of Nursing)

Ms N.S Sedumedi Tel No: (018) 406 8600 (Excelsius Nursing College)

Mr M.S Montshiwagae Tel No: (053) 928 0500 (Joe Morolong Memorial Hospital)

Ms G Thaping Tel No: (018) 293 441 (Potchefstroom Hospital)

Ms A.P Mvula Tel No: (014) 592 8906 (Job Shimankana Tabane Hospital)

Ms M Madila Mokgethi Tel No: (018) 384 0240 (Ngaka Modiri Molema District Office)

Ms E Mpolokeng Tel No: (018) 462 5744 (Witrand Hospital)

Ms K.E Mathe Tel No: (018) 384 0204 (Gelukspan District Hospital)

Dr B.S Belle Tel No: (018) 384 0204 (Mafikeng Provincial Hospital)

Mr G. J Seleke Tel No: (018) 384 0204 (Moses Kotane Sub-District Office)

Ms E Dikobe Tel No: (018) 384 0204 (Greater Taung Sub-District Office)

Mr M.D Monokwane Tel No: (018) 384 0204 (Bophelong Psychiatric Hospital)

Mr M.P Dikobe Tel No: (014) 592 8906 (Madibeng Sub-District Office)

Mr M.N Siphuma Tel No: (014) 592 8906 (Ganyesa District Office)

Ms B Mosuwe Tel No: (014) 592 8906 (Brits Hospital)

Mr L. Mokotedi Tel No: (014) 592 8906 (Moses Kotane Sub-District Office)

Dr R Ramugundo Tel No: (014) 592 8906 (Rustenburg Sub-District Office)

Mr M.D Monokwane Tel No: (018) 384 0204 (Bophelong Psychiatric Hospital)

Mr M.P Dikobe Tel No: (014) 592 8906 (Madibeng Sub-District Office)

Mr M.N Siphuma Tel No: (014) 592 8906 (Ganyesa Sub-District Office)
CLOSING DATE: 03 January 2020

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. Persons with disabilities should feel free to apply for the posts. The appointment is subject to positive outcome obtained from the SSA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). 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 Resident/Work Permit holders must submit a documentary proof together with their applications. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

MANAGEMENT ECHELON

POST 45/152: HEAD OF DEPARTMENT REF NO: NWH 01/2019
(5 Years Fixed Term Contract)

SALARY: R1 978 533 per annum. (All inclusive SMS Package)

CENTRE: Provincial Office

REQUIREMENTS: Appropriate Bachelor’s degree in Health Sciences and/or Management and/or Public Administration. A post-graduate qualification (NQF level 8) in management is also a requirement. At least 10 years’ experience at senior managerial level 5 years of which must be with any organ of State as defined in the Constitution. Experience in Health Services Environment will be an added advantage. Computer literacy. Valid driver’s license. Competencies: Strategic capability and leadership skills. People management and empowerment. Financial management. Programme and project management. Change and knowledge management. Problem-solving and analysis skills. Conflict management, client orientation and customer care.

DUTIES: Provide necessary leadership for attainment of the core mandates of the department. Manage the key performance areas of team members. Facilitate development and implementation of strategic and annual performance plans. Translate health-related legislative developments, shifting health trends and priorities into policies for the department. Ensure provision of quality healthcare services. Facilitate improvement of financial and supply chain management with a view to attaining and sustaining clean audit. Ensure effective and efficient provision of human res of effective infrastructure planning, development, maintenance and revitalisation services. Liaise with a wide spectrum of stakeholders on policy issues related to the management of health services. Establish and maintain appropriate internal control and reporting systems in order to meet performance expectations.

ENQUIRIES: Mr R.S Lenong, Tel No: (018) 391 4562

POST 45/153: DEPUTY DIRECTOR-GENERAL: DISTRICT HEALTH SERVICES REF NO: NWH 03/2019

SALARY: R1 521 591 per annum (All inclusive SMS Package)

CENTRE: Provincial Office

REQUIREMENTS: An under-graduate qualification in any Health Science. Post-graduate (NQF level 8) qualifications in management. At least 8 years’ experience at senior management level in the Health Services Environment of which 3 years should be in the District Health Service or Health Programme Environment. Computer literacy. A valid driver’s license. Competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; knowledge management; service delivery innovation; problem solving and analysis; Conflict management, client orientation and customer care; communication.

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Knowledge and understanding of District Health Services including Primary Health Care, Health Programme and District Hospital Services.

**DUTIES**: Provide the necessary leadership and direction in respect of the following district health services: Development and implementation of strategic plans, annual performance plans and operational plans relating to the scope of this post. Planning for and implementation of provincial ideal clinics and ideal hospitals. Compilation and implementation of service delivery improvement plans. Compilation of quarterly and annual performance reports as per relevant prescripts. Implementation of recruitment and retention strategy pertaining to scarce skills. Effective and efficient management of resources. Effective stakeholders and client relationship management. Development and implementation of effective resourcing plan. Development of service delivery initiatives and partnerships with private sector. Development and implementation of infrastructure and medical equipment preventative maintenance plan. Ensure compliance with all relevant acts, regulations, policies and directives. Facilitating establishment and functionality of varied fora geared at engendering effective coordination, communication and sustainable delivery of quality services. Development and implementation of service delivery innovation mechanisms aimed at ensuring continuous excellence in the delivery of district health and health programme services.

**ENQUIRIES**: Dr M Tlhogane Tel No: (018) 391 4182

**POST 45/154**: CHIEF EXECUTIVE OFFICER REF NO: NWH 05/2019

**SALARY**: R1 251 183 per annum (All inclusive SMS package)

**CENTRE**: Klerksdorp/Tshepong Hospital Complex


**DUTIES**: Plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework. Represent the hospital authoritatively at provincial and public forums. Provide strategic leadership to improve operational efficiency within the health establishment. Improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital; ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service Delivery. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA; ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee
clinical governance to ensure high standards of patient care; establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety. Manage the institution’s risks to ensure optimal achievement of health outcomes.

ENQUIRIES : Mr P Mokatsane Tel No: (018) 406 4600

POST 45/155 : CHIEF DIRECTOR: HOSPITAL SERVICES, NURSING COLLEGES & OHS REF NO: NWH 06/2019

(12 Months Fixed Term Contract)

SALARY : R1 251 183 per annum (all inclusive SMS package)

CENTRE : Provincial Office

REQUIREMENTS : Appropriate Bachelor’s Degree in Health Sciences (NQF Level 7) as recognized by SAQA. At least 5 years relevant experience at Senior Management Level in the Public Health Service. A Master’s Degree in Public Health and a postgraduate Management qualification will be an added advantage. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level in line with relevant legislation and policies. Competencies: Strategic capability and leadership skills. People management and empowerment. Financial management. Programme and project management. Change and knowledge management. Problem-solving and analysis skills. Conflict management, client orientation and customer care. Computer literacy. A valid driver's license.

DUTIES : Ensure optimal provision of integrated and appropriate health services and programmes for the entire Province. Develop, maintain and implement the strategies, policies and programmes in line with local, provincial and national legislation, strategies and plans. Provide strategic leadership and human resource management and development. Develop and maintain the budget of the Chief Directorate to meet the health and service needs of the hospitals in accordance with all the prescripts. Represent the Chief Directorate and the department at relevant fora. Manage and facilitate the provision of hospital services in the Province. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organization. Coordinate and facilitate the intra and inter district referral system.

ENQUIRIES : Mr P Mokatsane Tel No: (018) 391 4000/018 462 5744

POST 45/156 : CHIEF EXECUTIVE OFFICER REF NO: NWH 08/2019

SALARY : R1 057 326 per annum (All inclusive SMS Package)

CENTRE : Joe Morolong Memorial Hospital


ENQUIRIES : Mr R. Matsepe Tel No: (053) 928 0500
OTHER POSTS

POST 45/157 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NWH 02/2019

SALARY : R1 728 807 per annum (All inclusive Package)
CENTRE : Job Shimankana Tabane Hospital (Internal Medicine, Anaesthesia, Paediatrics, Family Medicine & General Surgery)
Potchefstroom Hospital (Obstetrics & Gynaecology)
Ngaka Modiri Molema District (Obstetrics & Gynaecology)

REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality or recognised sub-speciality. Current proof of registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality or a recognised sub-speciality must be attached. A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality or in a recognised sub-speciality.

DUTIES : Provide inpatient and outpatient care services. Organise and conduct clinical services in the respective department and as part of the cluster. Be involved in outreach programmes within our cluster. Provide leadership to the department. Develop a quality improvement programme in line with OHSC regulation and all other applicable health legislation. Ensure optimal use of human and material resources according to PFMA. Monitor and evaluate staff performance according to the PMDS framework. Participate in all senior management meeting in the hospital, cluster and university (if jointly appointed). Organise and provide appropriate training to under- and postgraduate students. Organise, monitor and report on research in the department. Perform all administrative duties of the department.

ENQUIRIES : Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District)
Mr P Kolokoto Tel No: (018) 293 4418 (Dr Kenneth Kaunda District)
Ms M Mokgethi Tel No: (018) 384 0240 (Ngaka Modiri Molema District)

POST 45/158 : SENIOR CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: NWH 04/2019

SALARY : R1 362 366 per annum (All inclusive Package)
CENTRE : Job Shimankana Tabane Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Practitioner (MBCHB). Current proof of registration with the Health Professions Council of South Africa must be attached. A minimum experience of 6 years as after registration with the Health Professions Council of South Africa as a Medical Practitioner. Management experience will serve as a recommendation. A valid drivers’ license.

DUTIES : Manage the KPA’s of the subordinates. Allocate the Doctors and Allied Health Professionals to the different Departments and rotate them as planned. Be responsible for Doctors orientation and Clinical Department training plan. Responsible for the mortality and ethics reviews. Handle the complaints of the medical institute. Develop multi-disciplinary teams. Implement Management decisions. Implement the National, Provincial Health development goals and objectives. Oversee the monthly call rooster and account for the accumulated overtime of the Doctors. Compile the monthly statistics. Ensure that the NTSG and other grants’ business plans are met. Chair and co-orderate the Committees eg the Patient Safety Groups, clinical health meeting.

ENQUIRIES : Mr E Mmusi, Tel No: (014) 592 8906

POST 45/159 : MEDICAL SPECIALIST (PSYCHIATRY) REF NO: NWH 07/2019

SALARY : R1 106 040 – R1 834 890 per annum (All inclusive Package) Final salary will be determined by appropriate /recognizable experience after registration with the Health Professions Council of South Africa as a Medical Specialist.
CENTRE : Witrand Hospital and Bophelong Psychiatric Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. Current proof of registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality or a recognised sub-speciality must be attached. A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality or in a recognised sub-speciality.
Council of South Africa Specialist in a normal Specialty. For Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality. For Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as Medical Specialist in a normal specialty. A valid work permit for Non-South African Citizens must be attached. Good communication, organizational and conflict resolution skills.

**DUTIES**
Deliver a specialist patient care service (comprehensive assessment and treatment) as a psychiatrist in the following areas of service deliver in Hospital: Physical medicine and Rehabilitation unit. Lead Multi-Professional team discussions Psychiatric unit. Provision of substance abuse rehabilitation services for the hospital and North West Province. Render an outreach service. Provide in-service training of all medical, nursing and allied health staff. Support management in the tertiary link with WITS University and registrar program between the two partners. Support and participate in continuous professional development as regards Psychiatry. Adhere to Batho Pele Principles and Patients’ rights charter. Manage KPA’s of MO’s/Registrars/Interns as applicable. Perform any other duties as prescribed by the supervisor.

**ENQUIRIES**
Mr P Kolokoto Tel No: (018) 462 5744, (Dr Kenneth Kaunda District)
Ms M Mokgethi Tel No: (018) 384 0240 (Ngaka Modiri Molema District)

**POST 45/160**
ASSISTANT MANAGER: PHARMACEUTICALS SERVICES REF NO: NWH 10/2019

**SALARY**
R897 936 per annum (All inclusive Package)

**CENTRE**
Job Shimankana Tabane Hospital

**REQUIREMENTS**
Basic qualification accredited with the South African Pharmacy Council that allows registration with the South African Pharmacy Council as a Pharmacist. A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Current proof of Registration with the South African Pharmacy Council. Knowledge, Skills, Training and Competence Required: Sound knowledge of all aspects of public sector pharmacy. Thorough understanding of the relevant acts, regulations, standard operating procedures & policies, Good Pharmacy Practice, Good Manufacturing Practice. Must be fully computer literate, and possess good communication, organizational and interpersonal skills.

**DUTIES**
Manage (hands on) allocated sub sections in the Pharmacy. Completion of reports, including reports/assessments on staff and the functioning of the sub-sections. Screen & dispense prescriptions written for in-patients and outpatients by medical officers. Manage S5 & 6 substances, Manage cytotoxic reconstitution. Compile orders based on recognized Drug Supply Management principles to replenish stock of medicines in the hospital. The training of all staff within the areas of responsibility. Collection of relevant statistics. Consult with doctors and specialists on the use of Standard Treatment Guidelines. Consult with doctors and specialists on prescription problems. Monitor the availability of medicines, stock control measures, Rational Drug Use, maintenance of the Cold Chain and expenditure on Pharmaceuticals. Monitor medicine stock control at every medicine issue point within the hospital. Provide drug information to appropriate staff within the hospital. Ward Pharmacy including ward rounds with medical officers. Ensure 24-hour call duty on a rotational basis. Maintenance of Policies & procedures according to DOH, GPP and GMP requirements. Maintain/Input data into the computerised pharmacy module. Undertake medicine utilisation reviews. Clinical pharmacy duties. Liaise with AME regarding P.I.S. Management of Section 21 and Non EML patient named motivations. Stock control monitoring in all sub-sections. Deployment of staff. Maintain shelf stock formulary and determine stock levels. Determine and maintain overall stock levels, re-order levels and quantities. Supervise stock takes. Maintain P.I.S stock master and data integrity. Maintain pre pack formulary.

**ENQUIRIES**
Mr E Mmusi Tel No: (014) 592 8906
POST 45/161

CHIEF EXECUTIVE OFFICER

REF NO: NWH 11/2019

SALARY: R869 007 per annum. (All inclusive MMS package)

CENTRE: Ganyesa Hospital

REQUIREMENTS: Appropriate Bachelor's degree in Health Sciences or equivalent qualification. A Post-Graduate qualification in Business/Hospital Management and Master of Public Health Degree would serve as a strong advantage. At least 5 years' experience in Health Sector of which 3 years should be at management level. Highly skilled, dynamic individual with excellent Health Management, Human Resource and Financial Management skills. Proactive thinker with excellent decision-making skills. Ability to communicate and implement strategic objectives within an overall Provincial framework. Computer literacy. A valid driver’s license.

DUTIES: Manage all healthcare functions within the Hospital. Liaise with the District Management and facilities for a proper referral system. Develop essential protocols for the Hospital. Develop business plans for the Hospital and manage the Hospital’s finances, conditional grants, human resources and procurement matters. Establish and promote Good Corporate Governance with the Hospital Board. Provide good quality patient care and transformation. Establish proper management and strategic planning of services. Monitor and evaluate service delivery. Communicate and foster a good team spirit in consultation with the Hospital Board and other stakeholders. Provide strategic leadership to improve operational efficiency within the health establishment to improve the health outcomes.

ENQUIRIES: Mr Nick Maibi Tel No: (053) 928 0503/4

POST 45/162

DEPUTY DIRECTOR: MEDICAL TECHNOLOGY POLICY GRADE 1

REF NO: NWH 12/2019

SALARY: R857 559 per annum (All Inclusive Package)

CENTRE: Provincial Office

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa in the relevant profession (Medical/ Biomedical Technology). Current proof of registration with the Health Professions Council of South Africa must be attached. A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa in the relevant profession (Pathology/health laboratory service). Knowledge and skills in laboratory management. Proven laboratory information systems experience and computer literacy skills, self-confidence and ability to deal with laboratory services providers. Financial Management and knowledge of internal laboratory accounting systems and controls. Good interpersonal skills and ability to meet deadlines. Willingness to travel across Department of health facilities in the Province. A valid driver’s license.

DUTIES: Core/Technical: Ensure that service level agreements with National Health Laboratory Services (NHLS) and South African national blood services (SANBS) are signed with the provincial department of health respectively and implemented monitored accordingly. Develop mechanisms that monitor laboratory tests requests. Ensure that all national and provincial departments of health protocols regarding rendering of laboratory and blood transfusion services complied with. Compile necessary statistics and information needed periodically by the department on services rendered by NHLS) and SANBS. Ensure that service provider’s health institutions premises comply with health quality accreditation standards set. Develop training programmes on the collection and delivery of laboratory samples/specimens of users of NHLS and SANBS services. Financial Management: Ensure hospitals, health centres, health district officers and clinics budgeted for laboratory analyses/tests, blood and blood products. Develop procedures in line with PFMA, by which monthly account statements, issued NHLS and SANBS are received in-time by institutions, verified, reconciled and prepared for payment. Attend all necessary meetings scheduled by service providers NHLS and SANBS liaise wit institutions in all matters relating to laboratory and blood services. Troubleshoot and solve problems. Foster cordial relations between service providers and health institutions.

ENQUIRIES: Ms M.E Bolokwe Tel No: (018) 391 4032
POST 45/163 | MEDICAL OFFICER REF NO: NWH 13/2019
---|---
**SALARY**: R821 205 – R1 362 366 per annum (All inclusive Package) Final salary will be determined by appropriate/recognizable experience after registration with the Health Professions Council of South Africa as a Medical Practitioner.

**CENTRE**: Job Shimankana Tabane Hospital, Witrand Hospital (X2 Posts) Gelukspan Hospital, Mahikeng Provincial Hospital (X15 Posts) Thusong/General De Larey Hospital Complex (X3 Posts) Lehirutshe/ Zeerust Hospital Complex (X2 Posts) Rattoo Sub-District (X1 Post) Tswaing Sub-District (X3 Posts) Mafikeng Sub-District (X2 Posts) Ditsobotla Sub-District (X1 Post) Greater Taung Sub-District (X2 Posts) Schweizer Reneke Hospital (X1 Post)

**REQUIREMENTS**: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner (MBCHB). A current proof of registration with the Health Professions Council of South Africa as a Medical Practitioner must be attached.

**DUTIES**: Manage Emergency/casualty care/trauma, wards, medico legal cases. Perform basic surgical procedures as required in the maternity department and by anesthesiology. Support quality improvement primary Health care. Be available for calls after hours including weekends and holidays. Supervise interns, junior and community service medical officers. Ensure implementation of Batho Pele Principles and Patient’s Rights. Participate in clinical audits.

**ENQUIRIES**: Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District) Mr P Kolokoto Tel No: (018) 293 4418 (Dr Kenneth Kaunda District) Mr N. Maibi Tel No: (053) 928 0500 (Dr Ruth Segomotsi Mompati District) Ms M. Mokgethi Tel No: (018) 384 0240 (Ngaka Modiri Molema District)

POST 45/164 | PHARMACY SUPERVISOR GRADE 1 REF NO: NWH 14/2019
---|---
**SALARY**: R821 205 per annum (All inclusive Package)

**CENTRE**: Witrand Hospital

**REQUIREMENTS**: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the South African Pharmacy Council as a Pharmacist. Current proof of registration with the South African Pharmacy Council as a Pharmacist must be attached. A minimum of 3 year’s appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Knowledge of Provincial and National Health Policies and all relevant legislation. Sound understanding of relevant legislation, acts, policies, procedures and delegation pertaining to pharmacists and pharmacies, including the essential drug list, standard treatment guidelines and District Health System Plan. Innovative, analytical thinking, coupled with commitment to service excellence based on sound ethical principles. The ability to initiate, coordinate, manage and sustain the programme using an interactive approach. Appropriate theoretical and clinical knowledge. Sound organizing, planning and decision-making abilities. A valid driver’s license. Computer literacy.

**DUTIES**: Manage and control the distribution of medication to patient’s. Maintain accurate and appropriate patient records according to legal requirements. Compile statistical reports as directed. Ensure adequate provision of medication within the facility and maintain re-order levels. Supervise and provide training to Community Pharmacists, Assistants and Primary Healthcare Clinicians. Exercise control over the budget and medication expenditure by ensuring non-wastage of pharmaceutical items and resources. Adhere to the Patient’s Rights Charter and Batho Pele Principles Manage KRAs and GAF of subordinates.

**ENQUIRIES**: Mr P Kolokoto Tel No: (018) 462 5744 (Dr Kenneth Kaunda District)
**POST 45/165**  
**DEPUTY DIRECTOR: CENTRAL CHRONIC MEDICINE DISTRIBUTION AND DISPENSING**  
**REF NO: NWH 09/2019**

**SALARY**  
R733 257 per annum (All Inclusive MMS Package)

**CENTRE**  
Provincial Office

**REQUIREMENTS**  
Appropriate Bachelor’s degree or equivalent in Health Sciences. At least 5 years’ experience in management of HIV, Tuberculosis and non-communicable diseases. At least 5 years management experience at a level of an Assistant Director. Core competencies: Knowledge of CCMDDC and 90, 90, 90 strategy, Communication skills, Financial Management, Planning and organizing, Computer literacy. A valid driver’s license.

**DUTIES**  
Provide strategic leadership in terms of CCMDD programme. Coordinate and support the existing decanting strategy in line with the NDOH policies and guidelines. Ensure effective communication and collaboration with private sector in order to maintain existing and establishment of new external treatment pick up points. Ensure community participation and feedback. Monitor programme performance using available tools and innovative methods to strengthen the programme. Develop a Monitoring Framework that will provide for full participation of all stakeholders. Provide technical support to Districts. Develop and implement new strategies in line with National policies and guidelines and ensure integration with other programmes.

**ENQUIRIES**  
Ms G Tsele Tel No: (018) 391 4042

**POST 45/166**  
**DEPUTY DIRECTOR: ADMINISTRATION (OFFICE OF THE DEPUTY DIRECTOR GENERAL: HOSPITALS AND CLINICAL SUPPORT SERVICES**  
**REF NO: NWH 15/2019**  
**(12 Months Fixed Term Contract)**

**SALARY**  
R733 257 per annum (All inclusive MMS Package)

**CENTRE**  
Provincial Office

**REQUIREMENTS**  
Appropriate Bachelor’s degree in Office Administration/Public Administration/Management. At least 5 years relevant experience in Administration of which 3 years’ should be at supervisory level. Experience in project management, financial management, human resources and labour relations issues, logistical and administration issues and meeting procedures; high level of computer literacy and writing skills. Knowledge of legislation with regard to Public Administration, financial management as well as document management procedures; leadership, management, strategic analytic, conceptual, problem solving and communication, interpersonal as well as stakeholder liaison. Ability to work under pressure and long hours.

**DUTIES**  
Perform strategic management, administration and executive support to the office of the DDG. Coordinate the organization of all the DDG’s meetings. Take minutes in all DDG meetings as well as the overall management of filing system. Administer and co-ordinate of the DDG’s cross cutting functions and general office management procedures. Liaise with stakeholders and respond to all enquiries about the hospital and clinical support services sent to the DDG. Provide any form of support required by the DDG in the management of the programme.

**ENQUIRIES**  
Mr P Mokatsane Tel No: (018) 391 4000/018 462 5744

**POST 45/167**  
**DEPUTY DIRECTOR: MEDIA, COMMUNITY LIAISON, EVENTS AND OUTREACH**  
**REF NO: NWH 16/2019**

**SALARY**  
R733 257 per annum (All inclusive MMS Package)

**CENTRE**  
Provincial Office

**REQUIREMENTS**  
Appropriate Bachelor’s degree in Communication/National Diploma in Journalism/ Public Relations. At least 5 years hands-on experience in the field Communication, Journalism or Public Relations of which 3 years’ experience should be at supervisory level. Experience in project management, financial management, human resources and labour relations issues, logistical and administration issues and meeting procedures; high level of computer literacy and writing skills. Knowledge of legislation with regard to Public Administration, financial management as well as document management procedures; leadership, management, strategic analytic, conceptual, problem solving and communication, interpersonal as well as stakeholder liaison. Ability to work under pressure and long hours.

**DUTIES**  
Formulate, manage and implement communication strategies for effective external communication with all external stakeholders. Facilitate, manage and
promote the brand (corporate identity and image) of the North West Department of Health through external client liaison. Champion marketing initiatives to sell the services of the department through exhibitions, open days, etc. Manage the distribution of publications including posters and external newsletters. Establish and maintain constant liaison and communication with key health stakeholders, Provincial Government Communicators, Non-Governmental Organizations, Government Communication and Information Services (GCIS), and the North West Community at large in order to ensure that an effective and efficient communication service is rendered for the Department. Take a lead in development communication initiatives of the department by constantly supplying Thusong services centers with information, to educate communities on the role and functions of the department and liaise with Government Communication and Information System (GCIS) to advance that purpose. Ensure that information is being disseminated to communities on the work of the department and that effective communication channels exist between the department and Communities. Manage events and outreach campaigns including health service delivery imbizos. Manage media relations. Manage client services and service delivery complaints. Manage social media and monitor and report on all online news.

ENQUIRIES : Mr T Lekgethwane Tel No: (018) 391 4195

POST 45/168 : ASSISTANT DIRECTOR: RADIOGRAPHY GRADE 1 REF NO: NWH 17/2019

SALARY : R517 326 per annum (Plus benefits)
CENTRE : Job Shimankana Tabane Hospital
Mahikeng Provincial Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Radiographer. Current proof of registration with the Health Professions Council of South Africa as a Radiographer must be attached. A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa in Radiography of which 5 years must be appropriate experience in management. Competencies:-Knowledge: Sound knowledge of specialised and general Radiography protocols and equipment. Knowledge of relevant current National and Department of Health strategies to improve service delivery in Hospitals. Knowledge of relevant public service policies, act and regulations, Comprehensive knowledge of radiation protection legislation, OHS Act, and other relevant Health Acts. Knowledge of Radiography Quality Assurance in the Department, Sound planning and organisational skills regarding resources, finance and HR matters. A valid driver's license.

DUTIES : Support the Radiography Manager in order to meet the objective of the department. Manage the sub-component by supervising staff, performing relevant administrative functions, chairing meetings and conducting performance assessments through EPMDs. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging to the cost centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Manage the quality assurance programmes as required by the radiation control directorate and department of Health. Ensure diagnostic services comply with relevant standards, legislation and current government initiatives to improve health services. Provide clinical training and supervision for junior and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multi-disciplinary approach by fostering closing working relationships with other departments in order to render quality services.

ENQUIRIES : Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District)
Ms M. Mokgethi Tel No: (018) 384 0240 (Ngaka Modiri Molema District)

POST 45/169 : EMS COURSE COORDINATOR (GRADE 4) REF NO: NWH 18/2019

SALARY : R505 113 per annum (plus benefits)
CENTRE : Emergency Medical Rescue Services Training College (Orkney) (X2 Posts)

REQUIREMENTS : Successful completion of the B Tech degree that allows registration with the Health Professions Council of South Africa as ECP. Current proof of registration with Health Professions Council of South Africa as Paramedic or ECP must be attached. 3 Years after registration with the HPCSA as ECP.
Current registration with the Health Professionals Council of South Africa (HPCSA). A valid Code C1 driver’s license with Public Driving Permit (PDP).

**DUTIES**

An understanding of and ability to work within the EMC Education, Training and Development environment. Ensure that all aspects of the courses including clinical practice are aligned with HPCSA regulations. Understand all acts, policies and legislations that governs EMS education and training. Management of quality assurance processes in all aspects of training. Must be willing to work with students on road shifts and inspect/oversee learners on all practical blocks. Management of allocated assets. Must be willing to assist with formative and summative assessments of learners efficiently and effectively. Overseeing and coordination of RPL processes. 2 years’ experience as Lecturer and qualification as an Assessor, Facilitator, Mentor and Moderator and knowledge of Higher Education are recommended. Current ACLS, PALS, ITLS certificates also recommended. Any other duties as may be required from time to time by the principal.

**ENQUIRIES**

Mr A Malgas Tel No: (018) 473 0324

**POST 45/170**

CHIEF SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 REF NO: NWH 19/2019

**SALARY**

R466 199 per annum (plus benefits)

**CENTRE**

Job Shimankana Tabane Hospital Mahikeng Provincial Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with the Health Professions Council of South Africa in Speech Therapy and Audiology. A minimum of 3 years appropriate experience in Speech Therapy and Audiology after registration with the Health Professions Council of South Africa as a Speech Therapist and Audiologist. Current proof of registration with the Health Professions Council of South Africa as a Speech Therapist and Audiologist must be attached.

**DUTIES**


**ENQUIRIES**

Mr E Mmusi, Tel No: (014) 592 8906 (Bojanala District)
Ms M. Mokgethi, Tel No: (018) 384 0240 (Ngaka Modiri Molema District)

**POST 45/171**

CHIEF RADIOGRAPHER GRADE 1 REF NO: NWH 20/2019

**SALARY**

R466 119 per annum (Plus benefits)

**CENTRE**

Job Shimankana Tabane Hospital
Klerksdorp/Tshepang Hospital Complex

**REQUIREMENTS**

Appropriate qualification that allows for registration with the Health Professions Council of South Africa in Radiography. A minimum of 3 years appropriate experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Current proof of registration with the Health Professions Council of South Africa as a Radiographer must be attached. Experience in digital radiography and hands-on experience on Radiology Specialties will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Good communication skills (verbal and written) compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health and Safety and Infection Control principles. Problem Solving, Equipment Maintenance, Health & Safety and PMDS. Must be a team player within the department and institution.

**DUTIES**

Manage the entire Radiography Department and associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to the Allied Health Services Manager. Advise the management in Radiographic policy planning and implementation for service improvement. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other
Public Service policies and Acts. Manage conflict and implement corrective measures and all governing departmental policies. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage the workflow in the entire department. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation.

ENQUIRIES
Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District)
Mr P Kolokoto Tel No: (018) 293 4418 (Dr Kenneth Kaunda District)

POST 45/172
CHIEF OPTOMETRIST GRADE 1 REF NO: NWH 21/2019

SALARY
R466 119 per annum (Plus benefits)

CENTRE
Job Shimankana Tabane Hospital

REQUIREMENTS
Appropriate qualification that allows registration with the Health Professions Council of South Africa in Optometry. A minimum of 3 years appropriate experience in Optometry after registration with the Health Professions Council of South Africa as an Optometrist. Current proof of registration with the Health Professions Council of South Africa as an Optometrist must be attached. Experience in optometry and hands-on experience on optometry specialities will be an advantage. Knowledge of relevant Public Service Regulations, Policies, Acts and Procedures. Good communication skills (verbal and written) compliance with budgeting, optometry Quality assurance, National Core Standards, Health and Safety and Infection Control principles.

DUTIES
Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions. Examine eyes, using observation, instruments and pharmaceutical agents, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma or color blindness. Analyze test results and develop a treatment plan. Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids. Prescribe medications to treat eye diseases if state laws permit. Educate and counsel patients on contact lens care, visual hygiene, lighting arrangements and safety factors. Consult with and refer patients to ophthalmologist or other health care practitioner if additional medical treatment is determined necessary. Remove foreign bodies from the eye. Provide patients undergoing eye surgeries, such as cataract and laser vision correction, with pre- and post-operative care.

ENQUIRIES
Mr E Mmusi Tel No: (014) 592 8906

POST 45/173
CHIEF OCCUPATIONAL THERAPIST REF NO: NWH 22/2019

SALARY
R466 119 per annum (plus benefits)

CENTRE
Potchefstroom Hospital

REQUIREMENTS
Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy. Current proof of registration with Health Professional Council of South Africa as an Occupational Therapist must be attached. A minimum of 3 years’ appropriate experience in Occupational Therapy after registration with the Health Profession Council of South Africa as Occupational Therapist.

DUTIES
ENQUIRIES: Mr P Kolokoto Tel No: (018) 462 5744

POST 45/174: CHIEF PHYSIOTHERAPIST REF NO: NWH 23/2019

SALARY: R466 119 per annum (Plus benefits)

CENTRE: Witrand Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa in Physiotherapy. Current proof of registration with the Health Professions Council of South Africa as a Physiotherapist must be attached. A minimum of 3 years appropriate experience in Physiotherapy after registration with the health Professions Council of South Africa as a Physiotherapist. A valid driver’s license.

DUTIES: Conceptualise, develop, manage and mentor physiotherapy care in the hospital. Render physiotherapy assessments and offer treatment to the patient. Render outreach physiotherapy care. Render training, both to service providers and users. Participate in physiotherapy and related health policy formulation and implementation within the Hospital. Supervise staff. Perform staff performance evaluation. Attend management meetings and report staff accordingly. Assess clients with physiotherapy needs using specialized skills and executive plans of intervention. Participate in multidisciplinary ward rounds. Refer patients to other multidisciplinary team members. Properly manage consumable assets and assistive devices according to policy and procedures. Assist with administrative tasks to ensure a quality physiotherapist service. Attend courses for the professional development and ensure quality.

ENQUIRIES: Mr P Kolokoto Tel No: (018) 462 5744 (Dr Kenneth Kaunda District)

POST 45/175: LECTURER REF NO: NWH 24/2019

SALARY: R383 226 – R614 991 per annum (plus benefits). Final salary will be determined by appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

CENTRE: Mmabatho College of Nursing (X39 Posts)
Excelsius Nursing College (X29 Posts)

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Post basic qualification in Nursing Education registered with the South African Nursing Council. Appropriate recognisable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing. Current proof of registration with the South African Nursing Council as a professional nurse must be attached. Be willing to travel extensively. Knowledge of communication, facilitation, administration, analytic & interpretation skills. Computer literacy. A valid driver’s license.

DUTIES: Provide education and training to student’s nurses. Coordinate clinical learning exposure to students between College and clinical areas. Implement assessment strategies to determine student competency. Develop and ensure implementation of quality assurance/improvements programmes. Overall management of students. Develop, review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates

ENQUIRIES: Ms T Batyi Tel No: (018) 392 0600 (Mmabatho College of Nursing)
Ms N Sedumedi Tel No: (018) 408 8600 (Excelsius Nursing College)

POST 45/176: PROFESSIONAL NURSE (SPECIALTY) REF NO: NWH 25/2018

SALARY: R383 226 – R579 696 per annum (plus benefits). Final salary will be determined by appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

CENTRE: Job Shimankana Tabane Hospital (Trauma) (X6 Posts)
Orthopaedic (X3 Posts)
Theatre (X8 Posts)
Psychiatric (X2 Posts)
Paediatrics (X3 Posts)
Medical & Surgical (X4 Posts)
Brits Hospital – Child Nursing (X1 Post)
Oses Kotane Sub-District – Trauma (X2 Posts)
Ophthalmology (X1 Post)
Rustenburg Sub-District- Ophthalmology (X1 Post)
Trauma X1, Operating Theatre (X1 Post)
Klerksdorp/Tshepong Hospital – Oncology (X2 Posts)
Obstetrics & Gynaecology (X2 Posts)
Trauma (X2 Posts)
Orthopedic (X2 Posts)
Advanced Midwifery (X3 Posts)
Nephrology (X2 Posts)
ICU (X2 Posts)
Paediatrics (X2 Posts)
Theater (X3 Posts)
Kgetleng Sub-District-Ophthalmology (X1 Post)
Joe Morolong Memorial Hospital – Operating Theatre (X1 Post)
Ophthalmology (X1 Post)
Trauma (X1 Post)

Witrand – Advanced Psychiatry (X10 Posts)

**REQUIREMENTS**

Basic qualification accredited with the SANC in terms Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms Government Notice No R 212 in the relevant speciality. Current proof of registration with South African Nursing Council (SANC) as a Professional Nurse must be attached. Appropriate /recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES**

Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote quality of nursing care as directed by the scope of practice. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stakeholders including report writing when required.

**ENQUIRIES**

Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District)
Mr P Kolokoto Tel No: (018) 293 4418 (Dr Kenneth Kaunda District)
Mr N. Maibi Tel No: (053) 928 0500 (Dr Ruth Segomotsi Mompati District)

**POST 45/177**

**DIAGNOSTIC RADIOGRAPHER REF NO: NWH 26/2018**

**SALARY**

R317 976 – R532 959 per annum (plus benefits). Final salary will be determined by appropriate/recognizable experience in Radiography after registration as a Diagnostic Radiographer with the Health Professions Council of South Africa.

**CENTRE**

Gelukspan Hospital

**REQUIREMENTS**

Appropriate qualification that allows for the required registration with Health Professions Council of South Africa in Radiography. Current proof of registration with Health Professions Council of South Africa as a Diagnostic Radiographer must be attached. Appropriate experience after registration with the Health Professions Council of South Africa as Diagnostic Radiographer.

**DUTIES**

Select the exposure factor with due cognisance of all factors. Process and ensure that X-rays are taken and meet high professional standards. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Supervise subordinates. Ensure regular services of X-ray equipments.

**ENQUIRIES**

Ms K.E Mathe Tel No: (018) 336 9200

**POST 45/178**

**SOCIAL WORKER REF NO: NWH 28/2019**

**SALARY**

R257 592 – R564 252 per annum (plus benefits). Final salary will be determined by appropriate/recognizable experience after registration with the South African Council for Social Service Professions as Social Worker.

**CENTRE**

Witrand Hospital (X1 Post)
Brits Hospital (X1 Post)
Madibeng Sub-District (X1 Post)
Kgetleng Sub-District (X1 Post)
Moses Kotane Sub-District (X1 Post)

**REQUIREMENTS**

Bachelor of Social Work that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Current proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker must be attached. Appropriate

**DUTIES**: Provide social work services to patients. Conduct home visits, where necessary, link patients with community/primary healthcare resources and collaborate with key stakeholders. Work with individuals, groups and communities. Develop short and long term social intervention to capacitate families in need. Attend to matters that could result in or from social instability in any form. Conduct assessments aimed at identifying conditions in individuals, families and communities that justify relevant interventions and arrange family conferences. Perform ward rounds. Assess paediatric patients as part of the mental health team. Provide counselling for sexual assault/rape survivors. Supervise social worker students performing block placements at the hospital. Implement the recommended intervention by providing continuous support, counselling, guidance and advice to the affected individual, group, families and communities. Perform all the statutory functions applicable to the relevant function. Compile curt reports and attend to the court enquiries and other tasks emanating from courts.

**ENQUIRIES**: Mr P Kolokoto Tel No: (018) 462 5744 (Dr Kenneth Kaunda District) Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District)

**POST 45/179**: CLINICAL ASSOCIATE REF NO: NWH 29/2019

**SALARY**: R257 508 per annum (plus benefits)

**CENTRE**: Lehurutshe/Zeerust Hospital Complex (X5 Posts)

**REQUIREMENTS**: Appropriate Bachelor’s degree in Clinical Medical Practice (BCMP). A minimum of 1-2 years relevant experience in Clinical practice. Knowledge and understanding of all Legislative Frameworks governing the Public Service. Good communication, interpersonal and report writing skills. Computer literacy. A valid driver’s license.

**DUTIES**: Work in the district hospital and affiliate to provide clinical services. Maintain excellent clinical practice to all patients. Precise implementation of clinical programmes and protocols. Perform other duties as may be assigned by the line manager. Strategic leadership to improve operational efficiency within the health establishment to improve the health outcomes.

**ENQUIRIES**: Ms M Mokgethi Tel No: (018) 384 0240

**POST 45/180**: PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NWH 27/2019

**SALARY**: R256 905 – R485 475 per annum (Plus benefits). Final salary will be determined by appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**CENTRE**: Job Shimankana Tabane Hospital (X13 Posts) Thusong/General Delarey Hospital Complex (X2 Post) Gelukspan Hospital (X2 Posts) Klerksdorp/Tshepong Hospital Complex (X10 Posts)

**REQUIREMENTS**: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent Qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current proof of registration with the SANC as Professional Nurse must be attached. Willing to work shifts including night duty in different departments.

**DUTIES**: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and
willingness to respond to patient’s needs, requirements and expectations (Batho Pele).

ENQUIRIES:
Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District)
Mr P Kolokoto Tel No: (018) 293 4418 (Dr Kenneth Kaunda District)
Ms M. Mokgethi Tel No: (018) 384 0240 (Ngaka Modiri Molema District)
NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 45/181: HEAD OF DEPARTMENT: AGRICULTURE REF NO: AGR 2019-56

SALARY: R1 978 533 per annum (Level 16) (All-inclusive salary package)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience. 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretative and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES: Promote integrated agricultural planning and development by facilitating the development of economic viable and environmentally sustainable agricultural support services; Drive the development and implementation of the Provincial Agriculture Strategy as well as the departmental strategic objectives about agri-processing in a coordinated manner; Ensure agricultural research and regulatory services; Manage and engage all spheres of government in integrated agricultural development and support services through programmes and projects; Optimise communication and stakeholder relationships with agriculture stakeholders and partners; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department.

ENQUIRIES: Ms LS Esterhuyse at Tel No: (021) 483 5856/083 629 3244

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 13 January 2020
OTHER POSTS

POST 45/182

SCIENTIST (PRODUCTION LEVEL): AGRICULTURAL ECONOMICS REF NO: AGR 2019-71
(12-Month Contract Position)

SALARY
Grade A: R618 732 - R666 540 (OSD as prescribed)
Grade B: R707 451 - R754 953 (OSD as prescribed)
Grade C: R797 670 - R939 621 (OSD as prescribed)

CENTRE
Department of Agriculture, Western Cape Government

REQUIREMENTS
Science degree BSc (Hons) Food Science or a 4-year degree as recognised by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence.
Recommendations: MSc and equivalent qualification in Food Science; experience in product development and improvement, relevant experience in producer support. Research connections with academic institutions and related involved in agri-processing. Proven publication record, working knowledge of the horticulture, grains and livestock value chains. Competencies: Knowledge of the following: Scientific methodologies and models; Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Problem solving and analysis.

DUTIES
Research: undertake advanced research for the development of new products, adaptation of existing ones including improvement; Identification of new and innovative methods and processes, new technology, infrastructure and equipment; Compliance: Establishment, infrastructure and product compliance with relevant prescripts and market requirements; Capacity building: on-site advice and support and training on various agri-processing activities; Administration: Perform administrative and human capital development functions, liaise with various stakeholders within the sector, and represent the department and/or programme on various platforms.

ENQUIRIES
Ms L Thabethe at Tel No: (021) 808 7733

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE
20 January 2020

POST 45/183

ANIMAL HEALTH TECHNICIAN: BOLAND REF NO: AGR 2019-72

SALARY
R316 791 per annum (Level 08)

CENTRE
Department of Agriculture, Western Cape Government

REQUIREMENTS
An appropriate National Diploma/B-Degree/National Diploma in Animal Health; A compulsory registration as an Animal Health Technician with the SA Veterinary Council in the appropriate field within 6 months of date of appointment; A valid code EB manual driving licence. Recommendations: Basic laboratory experience; Practical and theoretical knowledge of animal diseases. Competencies: Knowledge of disease surveillance and the electronic processing of survey data; Communication (written and verbal); General procedures skills with respect to the handling and treatment of animals; Proven computer literacy in MS Office (Word, Excel, PowerPoint and Outlook); Planning and organisational skills; The ability to work independently and in a team and still maintain accuracy and precision.
DUTIES:
Detection, treatment, control, prevention and eradication of animal diseases in accordance with the relevant legislation; Extension to the general public and farmers in relation to animal diseases and zoo-noses for the promotion of animal production and improvement of animal welfare in rural communities; Effective task planning and compiling reports; Animal census and disease data collection and processing thereof; Render a support service and give the necessary extension and training to resource poor emerging farmers and communities; Support Veterinary Services Sub-programs.

ENQUIRIES:
Mr M. Cupido at Tel No: (021) 808 5253

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE:
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE:
20 January 2020

POST 45/184:
AGRICULTURAL ECONOMIST: PRODUCTION ECONOMICS REF NO: AGR 2019-74

SALARY:
R316 791 per annum (Level 08)

CENTRE:
Department of Agriculture, Western Cape Government

REQUIREMENTS:
An appropriate Honours degree (or equivalent qualification) with Agricultural Economics and/or Agricultural Management as major subjects; A valid (Code B) driving licence. Competencies: Knowledge of the following: Economic and financial analytical techniques; Proven computer literacy; Written and verbal communication skills; Statistical skills; Negotiation skills.

DUTIES:
Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment; Analyse/identify economic questions/challenges in a specific environment/situation pertaining to legislation/strategy/policy/initiatives/interventions; Undertake/conduct analysis, apply, adapt and/or develop models based on the current situation to forecast/project possible scenarios; Compile the final output (e.g. reports, position papers and populated databases); Provide advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment; Develop and evaluate business plans; Establish and maintain a network for liaison with economic/agricultural analysis institutions; Perform administrative and related functions.

ENQUIRIES:
Mr M Mjonono at Tel No: (021) 808 5200

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE:
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE:
20 January 2020

POST 45/185:
SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL):
BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO: AGR 2019-75

SALARY:
Grade A: R311 859 - R332 799 per annum (OSD as prescribed)
Grade B: R353 226 - R380 775 per annum (OSD as prescribed)
Grade C: R402 045 - R473 574 per annum (as per OSD prescripts)

CENTRE:
Department of Agriculture, Western Cape Government
REQUIREMENTS: A 3 year tertiary qualification (National Diploma/B-Degree); Registration as a Certificated Natural Scientist with SACNASP (South African Council for Natural Scientific Professions); 3 years post qualification relevant technical experience; A valid Code EB (or higher) driving licence. Recommendations: Experience in/as: A research technician in small grain system; Conservation agriculture in the Western Cape. Knowledge of: Settings, calibration and basic maintenance of agricultural equipment and implements; Cash crops and pastures used in the Western Cape. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial management; Proven computer literacy; Planning and organising skills; Problem solving and analysis; Written and verbal communication skills.

DUTIES: Develop and implement methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Perform technical scientific analysis and regulatory functions; Preparation of data and routine interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Human capital development; Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES: Dr A Scholtz at Tel No: (021) 808 5231

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

POST 45/186: ACCOUNTING CLERK; SALARY DEDUCTIONS REF NO: AGR 2019-68 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting as a passed subject. Recommendations: Experience in the following: Financial administration; Salary administration; Debt administration. Competencies: A good understanding of the following: PERSAL; Public Finance Management Act; Financial systems; Basic Accounting System; South African Revenue Services (SARS) guidelines; Proven computer literacy; Written and verbal communication skills.

DUTIES: Administration of salary deductions; Capturing of payments; Register and control captured batches; Clear suspense accounts; Provide documentation for monitoring expenditure; Administration of debt; Monitor and clear salary related accounts; Reconcile and control paysheets; Reconcile Personnel and Salary Administration (PERSAL)/BAS interfaces; Respond to telephonic queries and written correspondence from the general public and officials from other departments; Investigate monthly BAS tax accounts and update documentation; Update data on excel spreadsheets for tax year end reconciliation.

ENQUIRIES: Mr P Rhoda at Tel No: (021) 808 5036

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.
16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 20 January 2020

DEPARTMENT OF COMMUNITY SAFETY

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON


SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience. 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governamental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES : Promote safety and security by facilitating the implementation of the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implementation of both national and provincial policies on safety and security; Provide security risk management services to the Western Cape in respect of property, assets, equipment, visitors and Heads of Provincial Institutions; Manage and engage all spheres of government in integrated safety and security development through programmes and projects; Optimise capacity building with communities and render support services to neighborhood watch structures to decrease the levels of crime; Drive the development and implementation of the Provincial Community Safety Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

ENQUIRIES : Ms LS Esterhuyse at Tel No: (021) 483 5856/083 629 3244
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 13 January 2020

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POST 45/188

DIRECTOR: MONITORING AND EVALUATION REF NO: CS 2019-31

SALARY: R1 057 326 per annum (Level 13). (All–inclusive salary package)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS:
A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years’ middle/senior management experience; A valid driver’s licence, or alternative mode of transport for people with disabilities. Recommendation: Minimum of 3 years’ experience in the police environment.

Competencies: Knowledge: Extensive knowledge of applicable policies and procedures; Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial management; BEE (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation Skills; Interpret and apply relevant policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills Attributes; Initiative and willingness; Innovation; Willingness to work hard and flexible hours; Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver; Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

REQUIREMENTS:
A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years’ middle/senior management experience; A valid driver’s licence, or alternative mode of transport for people with disabilities. Recommendation: Minimum of 3 years’ experience in the police environment.

Competencies: Knowledge: Extensive knowledge of applicable policies and procedures; Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial management; BEE (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation Skills; Interpret and apply relevant policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills Attributes; Initiative and willingness; Innovation; Willingness to work hard and flexible hours; Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver; Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

DUTIES:
Strategic Capability & Leadership (incl Change Management): Translate the vision for the organisation into directorate goals; Develop and implements strategies for the directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme & Project Management (Line Functions): Manage the performance assigned personnel to achieve (agreed) key result areas (KRAs) that derived for the Directorates Work Plan/Project plans; Staff the structure with competent people required to fulfil the service delivery mandate of the Directorate / Sub-Programme/Project; Identify and manage (actual and potential) risk factors and indicators to the achievement of Directorate/Project goals, incl. possible sources of risk and areas of impact, and develop and implement feasible scenarios to mitigate the impact; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Directorate Work Plan priorities and goals; Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) at agreed intervals for conformance with desired outcomes so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented; Develop the (Annual) Directorate Work Plan, in support of Chief Directorate Operational Plan; obtain approval; delegate to Sub-Directorates; and ensure that assigned projects are delivered within time, cost and the required quality; Contribute to the revision or drafting of legislation, policies, regulations and guidelines through documented research findings and recommendations; Manage information (data knowledge wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across department’s government spheres; Manages(develop, implement, evaluate and adjust) programme/ projects that lead to the achievement of the long-term strategic objectives of the organisation, i.e.; Ensure regular inspections of SAPS business units in order to monitor efficacy (including resource allocation and utilisation) and compliance and to report thereon; o Ensure that police conduct are monitored at identified incidents/events; Ensure that Court Watching Briefs are conducted and reported on; Ensure the monitoring of police compliance ITO: Domestic violence act; and o Implementation of IPID recommendation; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations.

ENQUIRIES:
Mr S Julie Tel No: (021) 483 3134
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 20 January 2020

POST 45/189 : DIRECTOR: PROVINCIAL SECURITY PROVISIONING REF NO: CS 2019-34

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

CENTRE : Department of Community Safety, Western Cape Government

REQUIREMENTS : A relevant NQF level 7 qualification or equivalent as recognised by SAQA; A minimum of 5 years' middle/senior management experience; A valid driver's licence, or alternative mode of transport for people with disabilities. Recommendations: Experience in and/ or knowledge of a safety and security environment; Completed course(s) and/ or qualification(s) in respect of: ISO 31000; Security Risk Management; Security Management; any other safety and security related training endorsed by the National Intelligence Agency or State Security Agency will be advantageous. Competencies: Knowledge: Strategic Management processes; Extensive knowledge of applicable policies and regulations in the field of Security Management and OHS; Public Service Reporting Procedures, Labour Relations Act, Financial Management (Budgeting, MTEF and MTEC, etc.), contract administration, M&E and reporting; Policy resource, policy analysis, formulation and policy development; Relevant Public Finance Legislation, Acts, Regulations, Policies and Prescripts, MISS, MPSS, Access to Public Premises and Vehicles Act, etc; Skills: Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver; Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

DUTIES : Line and People Management: Ensure good governance and compliance with all applicable legislation; Translate the strategic objectives and management plan of the department into clear and obtainable goals and objectives, and in turn, define the purpose of the Directorate in order to link it to the departmental and provincial strategic goals; Efficiently and effectively manage people and financial resources available in pursuance of the purpose and objectives of the Directorate: Provincial Security Provisioning, whilst ensuring the promotion of sound labour relations and good financial administrative practices; Evaluate the performance/ outputs of the Directorate on an ongoing basis against pre-determined targets with a focus on continual improvement and innovation. Project Management and Contract Administration; Manage the services procured around systems and processes whilst ensuring ensure stakeholder buy-in; Manage the co-ordination of the Provincial budget relating to outsourced security services and liaise with stakeholder committees (and set-up where necessary) so as to properly monitor and evaluate effectiveness against value for government spend; Manage the transversal outsourced and departmental security services provider database; Management of project approaches and budgets without compromising the quality of outcomes and desired results; Strategic Management; Prepare inputs for the strategic plan of the department, and communicate the plan to clients and staff within the directorate; Manage the transformation of service delivery and alignment of provincial national priorities; Establish broad client involvement and communicate the status of key objectives; Develop, implement and review provincial and departmental policies, as well as provide input to national policies.

ENQUIRIES : Mr SR George at Tel No: (021) 483 6010

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 20 January 2020

OTHER POSTS

POST 45/190 : ASSISTANT DIRECTOR: PHYSICAL PROTECTION REF NO: CS 2019-33

SALARY : R376 596 per annum (Level 09)

CENTRE : Department of Community Safety, Western Cape Government
**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ appropriate experience; A valid code B driving licence; Compulsory Grade B registration with PSIRA. Recommendations: Experience in operational law enforcement/security planning and management; SAMTRAC; Security Managers course. Competencies: Knowledge of the following: Risk Management Programme; SAMTRAC; Sound knowledge and understanding of safety and security legislation; Excellent communication (written and verbal) skills in two of the official languages of the Western Cape; Sound training, management and facilitation skills; Strong leadership qualities and the ability to motivate staff.

**DUTIES**

Self-enrichment and assisting with the institutionalization of the learning organization’s principles; Create a management environment conducive to organizational performance through constant liaison, cooperation and coordination with, and reporting to the relevant stakeholders; Ensure the sub-directorate’s methodologies and processes are implemented correctly through effective monitoring and implementing of security systems and regular liaison with Top Management and relevant stakeholders; Coordinate the effective and efficient operational management of the sub-directorate through improving and applying the applicable standard operating procedures.

**ENQUIRIES**

Mr M Kalam at Tel No: (021) 483 5504

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**CLOSING DATE**

20 January 2020

**POST 45/191**

ASSISTANT DIRECTOR: SPECIALISED AUXILIARY SERVICES REF NO.CS 2019-36

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Community Safety, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-Degree or higher qualification in Public Administration or similar; A minimum of 3 years proven experience in a Records Management environment; A valid code B driving licence. Recommendations: Completed Records Management Course. Competencies: Knowledge of the following: Public Administration; Provincial Archives and Records Services Act; Project Management; Communication (written and verbal) skills; Problem solving; Excellent planning and organising skills; People Management skills; Leading and supervising skills; Diversity management; Applying expertise and technology; Ability to cope with setbacks and pressure; Proven computer literacy in MS Office packages.

**DUTIES**

Develop and maintain Departmental physical records systems; Provide a registry service; Develop and maintain Electronic Content Management Systems; People Management; Implementation of systematic disposal programmes to reduce storage cost after written disposal authority was obtained from Western Cape Archives and Record Services; Training of creators of records to allocate file reference numbers; Ensure that sound records management practices are followed and ensure safe-keeping of all departmental records; Manage the electronic data stored on ECM/MyContent or approved departmental system.

**ENQUIRIES**

Mr W Fisher at Tel No: (021) 483 3414

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to
16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 20 January 2020

POST 45/192 : ADMINISTRATION CLERK: SECURITY SUPPORT SERVICES REF NO. CS 2019-35

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification. Competencies: A good understanding of the following: Supply Chain Management (SCM) policies; Asset and inventory management; Proven computer literacy (MS Office); Written and verbal communication skills; Ability to work independently and as part of a team; Planning and organising skills.

DUTIES : Ensure that all service providers and employees who have delivered a service are paid timeously and accurately; Ensure accountability and compliance to prescripts; Develop, maintain and apply best practices; Upkeep of file plan; Assist with the development, capturing and maintenance of databases; Prepare documentation for placing of orders via the Logistical Information System (LOGIS); Ensure inventory and asset register are up to date; Replenish and issuing of equipment and supplies (stock) in the storeroom; Assist with the development, capturing and maintenance of databases; Replenish supplies and issuing of equipment; File documentation manually and electronically.

ENQUIRIES : Ms C Buys at Tel No: (021) 483 7831
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 20 January 2020

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON


SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
**REQUIREMENTS**: Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience. 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, intergovernmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building; Interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

**DUTIES**: Transform, develop and promote cultural affairs (including Library and Archive Services) and optimise social behaviour through sport and recreation; Promote the advancement of artistic disciplines into viable opportunities in the Province; Manage the development of sustainable library and information services as well as the development of sustainable archives services; Drive the development and implementation of the Provincial Cultural Affairs and Sport Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

**ENQUIRIES**: Ms LS Esterhuyse at Tel No: (021) 483 5856/(083) 629 3244

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**CLOSING DATE**: 13 January 2020

**POST 45/194**: MANAGER: YOUTH-SERVICE AND AFTER SCHOOL PROGRAMME SECTOR REF NO: CAS 2019-47 (3 Year Contract)

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

**CENTRE**: Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**: An appropriate B-degree or NQF 7 equivalent qualification; A minimum of 6-years middle management experience; Valid driver's license or alternative mode of transport for people with disabilities. Competencies: Strategic capability and leadership; Knowledge of programme and project management; Research capability; Knowledge of financial management; Knowledge of change management; Knowledge of people management and empowerment.

**DUTIES**: Provide strategic advice and guidance relating to the Youth-services and After School Programme sector; Build and maintain networks with key stakeholders and ensure horizontal and vertical alignment within the Youth-Service and After School Programme sector; Oversee, develop, co-develop and monitor and evaluate programmes to improve the Youth-Service and After School Programme sector; Conduct evidence-based research; Build the capacity of both the Youth-Service and After School Programme sectors; Strategic management; People management; Financial management.

**ENQUIRIES**: Mr S Julie Tel No: (021) 483 3134

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**CLOSING DATE**: 06 January 2020

**OTHER POSTS**

**POST 45/195**: ASSISTANT DIRECTOR: COMMUNICATIONS SERVICES REF NO: CAS 2019-46

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

**CENTRE**: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ experience in Communications/Journalism; A valid code B (08) driving licence. Recommendations: Understanding and experience in financial processes and working with Adobe Indesign. Experience in operational law enforcement/ security planning and management; SAMTRAC; Security Managers course. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; Financial management; Communication policy and strategies; Media liaison practices; Communication related software packages; Photography; Adobe Indesign; Project management; Communication (written and verbal skills).

DUTIES: Responsible for preparing Internal Communication content; Assist with preparing media releases; Responsible for updating of website; Attendance of event to perform marketing duties; Assisting with financial processes and budget management.

ENQUIRIES: Ms T Colyn at Tel No: (021) 483 9877

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

CLOSING DATE: 20 January 2020

POST 45/196: SPORT PROMOTION OFFICER: INFRASTRUCTURE SUPPORT REF NO: CAS 2019-42

SALARY: R257 508 per annum (Level 07)

CENTRE: Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Sports Management; A valid code B driving licence. Recommendations: Experience in the built environment; Working knowledge of the following: Public Service policies and procedures; Project Management. Competencies: Knowledge of the following: Public service policies and procedures; Public Finance Management Act; National Sport and Recreation Plan; White paper on Sport and Recreation; MiG Framework; Norms and standards for Sport and Recreation Infrastructure Provision and Management; Proven computer literacy (MS Office); Written and verbal communication skills; Good presentation and organising skills; Ability to work within a team and perform under pressure.

DUTIES: Education and training; Project implementation; Client liaison (internal and external); Monitoring and evaluation.

ENQUIRIES: Mr K Mkalipi at Tel No: (021) 483 9506

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

CLOSING DATE: 20 January 2020

POST 45/197: DRIVER WITH SECONDARY FUNCTIONS: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO. CAS 2019-44

SALARY: R145 281 per annum (Level 04)

CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: Grade 10 (Junior certificate or equivalent); A minimum of 12 months’ driving and messenger experience; A valid code B driving licence with a professional valid driving permit (PDP). Recommendations: Code 10 drivers licence plus PDP. Competencies: Ability to work in a team; Interpersonal skills; Planning and organising skills; Knowledge of the procedures to ensure that the motor vehicle is maintained properly; Knowledge of the procedures to perform messenger functions and routine office support like registry functions and basic administration.

DUTIES: Render driving duties; Messenger and distributing duties; Documentation; Able to do basic administration; Do routine maintenance; assist in the registry.

ENQUIRIES APPLICATIONS: hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON


SALARY: R1 978 533 per annum (Level 16)

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); A Minimum of 8 years’ senior management experience. 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern
systems of governance and administration, policies of the government of the day, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, intergovernmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

**DUTIES**
Manage economic coordination and stakeholder engagements to create an enabling environment for viable economic growth and job opportunities; Facilitate the creation of opportunities to influence economic growth and job creation with specific priority sectors, Financial Services and ICT Sector, Oil, Gas and Maritime, Tourism and Agri-processing; Promote the transformation of the Western Cape economy towards green economic growth; Optimize communication and stakeholder relationships with economic stakeholders and partners; Drive the development and implementation of the Provincial Economic Development and Tourism Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

**ENQUIRIES**
Ms LS Esterhuyse at Tel No: (021) 483 5856/083 629 3244

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**
13 January 2020

**POST 45/199**
CHIEF DIRECTOR: SKILLS DEVELOPMENT AND INNOVATION REF NO: DEDAT 2019-48

**SALARY**
R1 251 183 per annum (Level 14) (All-inclusive salary package)

**CENTRE**
Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**
An appropriate 3 year graduate qualification (NQF 7) as recognized by SAQA; A minimum of 5 years’ experience at senior management level; A valid code 8 driver's license (or alternative mode of transport for people with disabilities). Recommendations: Postgraduate qualification would be an advantage; Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Competence in at least 2 official languages in the Western Cape. Competencies: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication.

**DUTIES**
Translation of the departmental vision into the Chief Directorate's goals; and to align programme and operational support; Develop and maintain a provincial skills development strategy and methodologies to narrow the gap between the demand for and the supply of skills; Provide an understanding of the skills required to stimulate economic growth through the promotion of coordination, partnerships and collaboration in support of gaining access to occupationally directed programmes and projects; Leverage skills funding incentives from various partners and the development of data and information management systems to support evidence-based decision making to skills development interventions; Drive the promotion of incentive benefits to industry in pursuit of skills development interventions; Financial Management; People Management and Empowerment.

**ENQUIRIES**
Ms C Julies at Tel No: (021) 483 9000

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**
20 January 2020
OTHER POSTS

POST 45/200 : ASSISTANT DIRECTOR: TOURISM SECTION REF NO: DEDAT 2019-42

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ relevant experience. Competencies: Knowledge of the following: Knowledge of HRM processes; Labour relations; Financial management; Project management; Public Service procedures; Applicable policies and procedures; Relationship management; Applied strategic Thinking; Creative thinking; Decision making; Proven computer literacy; Problem-solving; Service delivery Innovation; Impact & influence, networking; Organisation communication & effectiveness; Self-management; Team membership; Continuous improvement; Diversity management.

DUTIES : Facilitate the development of sector strategies and policies including the implementation thereof; Maintain networks with key stakeholders and support horizontal and vertical alignment with the tourism sector; Support and implement the market growth and promotion of the tourism sector; Participate in the unblocking of opportunities in order to achieve strategic outcomes; Provide an administrative service for support programmes to improve sector competitiveness and development; Support and implement an enabling environment for tourists in terms of the National Tourism Second Amendment Act (70 of 2000).

ENQUIRIES : Mr B Nopote at Tel No: (021) 483 9411
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
CLOSING DATE : 20 January 2020

POST 45/201 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 2019-47

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 6 years’ experience in a financial management environment. Competencies: Knowledge of the following: Financial norms and standards; Adjustment Estimate process; Basic Accounting System; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to effectively use computer hardware and software as delivery tools.

DUTIES : Effective and efficient operational management of the Budget management component; Recruitment and selection; Financial Management; Participation in Strategic Management; Co-ordination of the Budgeting and Planning portfolio; Strategic Planning process; Budget process; Adjustment estimate process; Adjustment estimate process; Training in terms of budgeting and planning to line functions; Co-ordinate of the Reporting Portfolio; Quarterly reporting; Annual reporting; Training in terms of reporting to line functions; Committees/Forums/Working groups; Accompany CFO to CFO sector specific forum at National Treasury.

ENQUIRIES : Mr R Le Breton at Tel No: (021) 483 9158
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.
These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 20 January 2020

POST 45/202 : SUPPLY CHAIN MANAGEMENT PRACTITIONER: PROCUREMENT REF NO: DEDAT 2019-45

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) with a minimum of 3 years’ administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the following: PFMA; Supply Chain Management; Procurement prescripts; Excellent communication (written and verbal) skills; Supervisory skills; Excellent report writing skills; Proven computer literacy skills (MS Word, Excel, PowerPoint); Decision making; Organising and Planning; Problem Solving; Analytical Skills.
DUTIES : Provide the following services: Demand Management, Contract Management, Logistics and Payment, File & Database Management and general.
ENQUIRIES : Ms H Baker
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 20 January 2020

POST 45/203 : PROCUREMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 2019-46

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Experience in the following: Contract administration processes; Supply Chain management processes and procedures. Competencies: A good understanding of the following: Demand Management; Acquisition Management; Public Finance Management Act; AO system; Procurement prescripts; Bidding; Procurement; Written and verbal communication skills; Proven computer literacy.
DUTIES : Administration of compliance documentation; Capture orders on Logistical Information System (LOGIS); Loading of terms of reference on IPS; Download and collate documents from IPS; Draft minutes in meetings; Compile memo's in task teams; Assist with the opening of bids; Task team preparation; Ensure that compliance is adhered to; Ensure that relevant prescripts are adhered to throughout the procurement processes including LOGIS; Capture orders on LOGIS; Updating of project files; Updating databases daily.
ENQUIRIES : Ms H Baker at Tel No: (021) 483 9297
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note
that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE: 20 January 2020

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 20 January 2020

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 45/204: CONTROL ENVIRONMENTAL OFFICER: CRIMINAL INVESTIGATIONS

REF NO: EADP 2019-58

SALARY: Grade A: R495 219 per annum (OSD as prescribed)

CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate 4 year Degree or equivalent qualification in Environmental Affairs, Law or related; A minimum of 6 years' relevant post-qualification experience; A valid driving licence. Recommendations: Completed EMI training course; Environmental Law courses; Management training; Conflict resolution; Experience in environmental law enforcement; Criminal investigations. Competencies: Working knowledge of the following: Functioning of the criminal justice system; Criminal investigations, prosecutions and intergovernmental relations; Budgeting and HR related matters; Excellent communication (written and verbal) skills; Proven computer literacy; Strategic planning skills; Ability to deal with and resolve conflict and have good people skills; Professional, organised and meticulous; Ability to function under pressure and meet strict deadlines.

DUTIES: Manage the Sub-directorate: Criminal Investigations office; Manage human resources; Manage procurement and budgeting; Drafting legally sound documentation pertaining to law enforcement; Managing investigations of environmental crime in conjunction with SAPS and the NPA; Manage joint enforcement operations with other organs of state; Provide legal support pertaining to criminal and administrative enforcement matters.

ENQUIRIES: Mr A Bassier at Tel No: (021) 483 5564

POST 45/205: ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): POLICY INTEGRATION

REF NO: EADP 2019-59

SALARY: R402 045 per annum (OSD as prescribed)

CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate Honours Degree in Environmental Management, Natural Sciences, Law, Planning, Environmental Sciences or related fields; A valid code B driving licence. Recommendations: Legal qualification and experience related to environmental management and development planning; Courses in policy formulation and law reform; Proven years of experience in Planning and environmental legislation and policies, policy and law reform processes related to development planning and environmental management, strategic initiatives, such as policy and law reform and spatial planning. Competencies: Knowledge and experience in the following: Development planning and environmental legislation; Integrated planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management; Computer Literacy; Sound interpersonal skills; Communication (written and verbal) and report writing skills in at least two of the three official
languages of the Western Cape; Must have the ability to work well within a team; Must have the ability to work under pressure and independently; Honesty and Integrity.

DUTIES : Policy research and analysis; Coordination of and participation in policy and law reform processes; Specialists policy advice, awareness raising and capacity building related to policy, legislation and strategic planning; Stakeholder engagements and communication related to policy, legislation and strategic issues; Project Management.

ENQUIRIES : Ms A Rossouw at Tel No: (021) 483 2900

DEPARTMENT OF HEALTH
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 45/206 : DIRECTOR: PEOPLE STRATEGY
Directorate: People Management

SALARY : R1 057 326 per annum, all-inclusive salary package. (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate qualification (NQF level 7) with at least 5 years’ experience at a middle or senior management level. Inherent requirements of the job: A valid code B/EB driver’s licence. Must be willing to travel. Willingness to function in a team. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Identify service delivery barriers/inefficiencies and to implement interventions/initiatives in order to address these inefficiencies. Knowledge of the Public Service Regulatory Framework. Monitoring and evaluation skills. Possess Public relations, negotiation and facilitation skills as well as presentation and public speaking skills. The ability to exchange information verbally or in writing in a clear, concise manner to explain, persuade, convince and influence others to achieve the desired outcomes. The ability to provide a vision and set direction to meet strategic objectives. The ability to think strategically and analytically. To manage projects with multiple stakeholders.

DUTIES : Coordinate organisational transformation and the rendering of the compensation management function. Effective management of financial resources. Effective management of human resources. Develop a quantitative and qualitative workforce strategy and plan for the short, medium and long term and drivers for change in the health environment. To ensure the strategic coordination of people management policy people planning and an effective information management services. Advise on the development and transformation of the current workforce to respond to new technologies and demands. To Monitor and evaluate compliance with people management strategies, policies, prescripts and practices. To monitor shifts in the workforce and alignment to strategic objectives of the Department in its response to population and patient needs. Manage the Directorate and interface with strategic partners and components.

ENQUIRIES : Ms B Arries Tel No: (021)483 3373 Bernadette.Arries@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. The Department is busy with a re-organizational exercise and the current thinking is that the post holder will also oversee Performance Management, Transversal matters, Talent Sourcing as well as Head Office component People Administration.

CLOSING DATE : 17 January 2020
OTHER POSTS

POST 45/207 : HEAD CLINICAL UNIT GRADE 1 SURGICAL GASTROENTEROLOGY (COLORECTAL SURGERY)

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-Specialist in Surgical Gastroenterology (Colorectal Surgery). Registration with a professional body: Registration with the HPCSA as Sub-specialist in Surgical Gastroenterology (Colorectal Surgery). Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a Sub-Specialty in Surgical Gastroenterology (Colorectal Surgery). Competencies (knowledge/skills): The candidate must have an excellent track record of clinical and education skills on a postgraduate level. The candidate must be able to provide academic leadership across the Metro West platform and in Groote Schuur Hospital. The candidate needs to stimulate and apply clinical research in the day-to-day working environment and be able to supervise post-graduate research projects. Good managerial and communication skills, as well as analytical and clinical problem-solving skills are essential. The candidate should have the clinical skills to handle complex colorectal/intestinal failure surgical cases. A proven track record of either high-level post-graduate educational skills, preferably on a national level, or a strong research track record is essential. Sufficient clinical skills to handle a large clinical workload, training and supervision of postgraduate students (registrars) as well as fellows in colorectal surgery.

DUTIES : Provide comprehensive clinical and endoscopic services in Groote Schuur Hospital. Provide academic leadership in teaching, training and research, manage the human resources of the unit. Leadership and mentorship of all junior staff as well as staff performance management for the unit.

ENQUIRIES : Prof E Muller Tel No: (021) 406-6229/ E-mail: elmi.muller@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 03 January 2020

POST 45/208 : MANAGER: MEDICAL SERVICES GRADE 1

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Plus a non-pensionable rural allowance of 18% of the basic salary).

CENTRE REQUIREMENTS : Vredendal Hospital, Matzikama Sub-district; West Coast District

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour’s work. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.

DUTIES : Strategic and operational management of all health services in the Matzikama Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Matzikama Sub-district in order to ensure support of the patient centred experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service
delivery of all the health service platforms in the Matzikama Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.

ENQUIRIES : Ms C Bester Tel No: (022) 487-9211 or Catherina.Bester@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 January 2020
POST 45/209 : DEPUTY DIRECTOR: EPIDEMIOLOGY AND DISEASE SURVEILLANCE
Directorate: Health Impact Assessment

SALARY : R733 257 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE : Head Office, Cape Town (based at: Norton Rose House)
REQUIREMENTS : Minimum educational qualification: Honours Degree in Public Health with Advanced Epidemiology and Biostatistics or equivalent. Experience: Appropriate experience in analysing and reporting on large routine health services datasets. Inherent requirements of the job: Ability to work overtime/irregular hours. Valid (Code B/EB) driver’s licence. Ability to travel to the districts and nationally if required. Competencies (knowledge/skills): Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making and problem-solving skills. Extensive knowledge of health services for HIV, TB, NCDs, maternal and child health conditions and related diseases. Ability to independently design and conduct epidemiologic and surveillance analyses using routine data. Excellent computer literacy skills, including high level skills in MS Excel and a statistical package such as Stata or R and ability to understand SQL code.
DUTIES : Develop and implement a population health surveillance strategy that supports the strategic priorities of the Western Cape Department of Health. Co-ordinate and report on Public Health Surveillance. Strengthen and/or set up surveillance and epidemiological investigations. Recommend, support and evaluate public health interventions that could contribute to a reduction in the burden of disease. Capacity Development. Human Resource Management.

ENQUIRIES : Dr M Moodley Tel No: (021) 483-9366, E-mail: Melvin.Moodley@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 January 2020
POST 45/210 : OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)
Rural Health Services

SALARY : R562 800 per annum (PN-B3)
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing (General) or Medical and Surgical Nursing Science: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Work night-duty on a planned schedule to relieve the Night Nursing Manager. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and departmental policies. Basic knowledge and experience in office administration, financial and procurement administration. Basic computer literacy. People Management, disciplinary and
conflict management skills. Experience in the use of clinical equipment and control of budget levels. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within Public Service.

**DUTIES**

Ensures nursing practice occurs in accordance with relevant legislation codes/policies. Effectively manage the utilisation of resources, both human and financial. Quality Improvement. Coordinate training and research. Provide support to Nursing Services, which includes relief duties for the Area Managers on both day and night duty. Maintain professional growth.

**ENQUIRIES**

Mr S Bruiners Tel No: (021) 860 2522 or email: Selvador.Bruiners@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**

03 January 2020

**POST 45/211**

OPERATIONAL MANAGER NURSING (SPECIALTY: ANTENATAL CARE)
Chief Directorate: Metro Health Services

**SALARY**

R562 800 per annum (PN- B3)

**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 a Professional Nurse. A Post-Basic nursing qualification, with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirement of the job: Ability and willingness to assist with after - hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional nurse with the SANC in General Nursing. At least 5 years of the above periods must be appropriate / recognisable experience after obtaining the 1-year qualification in Advanced Midwifery and Neonatology Nursing Science. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and PowerPoint). Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct. Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training.

**DUTIES**

Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Information management and utilisation of information technology – data collection and analysis. Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders. Quality Assurance develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual.

**ENQUIRIES**

Ms A Brown Tel No: (021) 377-4410 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**

03 January 2020

**POST 45/212**

OPERATIONAL MANAGER NURSING (SPECIALTY: 72 HOUR PSYCHIATRY WARD)
Chief Directorate: Metro Health Services

**SALARY**

R562 800 per annum (PN-B3)

**CENTRE**

Mitchells Plain District Hospital
**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Professional Nurse. A Post-Basic nursing qualification, with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional nurse in general nursing. At least 5 years of the above periods must be appropriate/recognisable experience after obtaining the 1-year qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: Ability and willingness to assist with afterhours hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills, ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Mental Health Care Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**

Clinical governance provide leadership, supervision and direction for the provision of adequate and efficient specialised comprehensive holistic nursing care. Quality Assurance develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection and analysis. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES**

Ms A Brown Tel No: (021) 377-4410 or email: Aleta.Brown@westerncape.gov.za

**APPLICATIONS**

Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

03 January 2020

**POST 45/213**

**ASSISTANT MANAGER NURSING (AREA NEURO)**

Chief Directorate: Metro Health Services

**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 SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations and policies related to nursing practices, Health Care and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**

Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Participate in the analysis, formulation and implementation of nursing guidelines, practises, standards and procedures. Ensure that prescribed policies and procedures are adhered to. Co-ordinate the provision of effective training and research to maintain
professional growth, ethical standards and self-development. Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost effective quality health care. Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation. Effective utilisation of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders.

ENQUIRIES: Ms L Saville Tel No: (021) 3702314 email Laetitia.Saville@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/214: MEDICAL OFFICER GRADE 1: (SURGERY GENERAL SERVICES) (5/8TH POST)

SALARY:
- Grade 1: R513 252 per annum (5/8th)
- Grade 2: R586 854 per annum (5/8th)
- Grade 3: R681 057 per annum (5/8th)

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1 year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience after registration in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Knowledge in management of breast pathology in an out-patients setting. Competencies (knowledge/skills): Provision of evidence-based quality breast related pathology and patient care. Managing a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the breast surgery team. Active involvement of clinical research. Effective administration and management of the breast cancer and referral pathways. Ability to work in a team and under pressure.

DUTIES:
- Provision of evidence-based quality breast related pathology and patient care. Managing a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the breast surgery team. Active involvement of clinical research. Effective administration and management of the breast cancer and referral pathways.

ENQUIRIES: Dr K Maart Tel No: (021) 938-4141 or email: Kurt.Maart@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. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”
CLOSING DATE: 03 January 2020
**POST 45/215**: CHIEF RADIOGRAPHER (RADIATION ONCOLOGY) GRADE 1

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R466 119 per annum</th>
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<tbody>
<tr>
<td>CENTRE</td>
<td>Tygerberg Hospital, Parow Valley</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Oncology). Registration with a professional council. Registration with the HPCSA as a Radiographer (Radiation Oncology). Experience: Minimum of 3 years appropriate experience after registration as a Radiographer (Radiation Oncology). Competencies (knowledge/skills): Excellent communication skills. Knowledge of workflows within a radiotherapy department. Computer literate (Word, Excel, PowerPoint). Ability to work within a multidisciplinary team. Innovation. Problem solving.</td>
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<tr>
<td>DUTIES</td>
<td>Co-ordination, supervision and control of all treatment related activities of patients. Co-ordination, supervision and control of resources within a specialised area. Perform radiotherapy treatment and planning according to clinician’s instructions. Management of treatment area workflow and human resources. Provide information and management support to Assistant Director. Ensure that patients are effectively and efficiently cared for while in the Department. Ensure and manage clinical training of students. Participate in continuing professional development activities.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms J Meaker Tel No: (021) 938-4177 or email: <a href="mailto:Jill.Meaker@westerncape.gov.za">Jill.Meaker@westerncape.gov.za</a></td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).</td>
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<tr>
<td>NOTE</td>
<td>No payment of any kind is required when applying for this post.</td>
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<td>CLOSING DATE</td>
<td>03 January 2020</td>
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**POST 45/216**: CHIEF DIETICIAN GRADE 1

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<tr>
<th>SALARY</th>
<th>R466 119 per annum</th>
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<tr>
<td>CENTRE</td>
<td>Groote Schuur Hospital, Observatory</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional body: Registration with the (HPCSA) as Dietician. Experience: A minimum of 3 years appropriate experience in Dietetics after registration with the HPCSA. Competencies (knowledge/skills): Teaching and presentation skills. Human resource and supervisory experience. Good verbal and communication skills with a proficiency in at least two of the three official languages of the Western. ICU clinical nutrition management.</td>
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<tr>
<td>DUTIES</td>
<td>Provide clinical nutrition service in assigned clinical areas. Develop or revise nutritional treatment protocols and policies in specialist areas. Render a support service to the head of the Department of Dietetics. Assist with the administrative and human resource management of the department of dietetics. Assist with the management of enteral feed service. Identify needs, manage and participate in professional training and development of knowledge and skills in the department.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr L Naidoo/Ms I Isaacs Tel No: (021) 404-2263/4471, E-mail: <a href="mailto:lionel.naidoo@westerncape.gov.za">lionel.naidoo@westerncape.gov.za</a>/lucille.isaacs@westerncape.gov.za</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).</td>
</tr>
<tr>
<td>NOTE</td>
<td>No payment of any kind is required when applying for this post.</td>
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<tr>
<td>CLOSING DATE</td>
<td>03 January 2020</td>
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**POST 45/217**: OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R444 276 per annum (PN-A5) (Plus a non-pensionable rural allowance of 8 % of basic annual salary)</th>
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<tbody>
<tr>
<td>CENTRE</td>
<td>Ladysmith Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Basic R425 Qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing College (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC or a Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in</td>
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</tbody>
</table>
nursing after registration as professional nurse with the SANC. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): 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, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES**: Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment 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 AK Laubscher Tel No: (028) 551-1010 or email: Anita.Laubscher@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**: 03 January 2020

**POST 45/218**

**OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1: (FAMILY MEDICINE AND PSYCHIATRY)**

**RURAL HEALTH SERVICES**

**SALARY** : R444 276 per annum (PN-A2)

**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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/reconisnable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime and shifts should the need arise, day or night. Willingness to perform duties at irregular hours: e.g. 12-hour shifts. Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Excellent writing and communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of legislation relative to the Health Care Service and policies of the Department of Health and conflict management skills. Skilled nurse clinician able to lead the Nursing service within the scope of practice and accepted Nursing standards.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing and other personnel. Manage human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES** : Ms S Murray Tel No: (044) 802-4538 or email: Sarah.Murray@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**: 03 January 2020

**POST 45/219**

**RADIOGRAPHER (RADIOLOGY ONCOLOGY) GRADE 1 TO 3**

**CONTRACT POST UNTIL 31 DECEMBER 2020**

**SALARY** : Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum

(Plus 37% in lieu of service benefits)

**CENTRE** : Tygerberg Hospital, Parow Valley
REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practice Radiographer in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as an Independent Practice Radiographer in Radiation Oncology. Experience: Grade 1: None after registration with the HPCSA in Radiography (Oncology). 1 year relevant experience after registration with the HPCSA in Radiography (Oncology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Oncology). Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Oncology) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Oncology) in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Oncology). Inherent requirement of the job: Willingness to work after-hours. Competencies (knowledge/skills): Ability to treat patients and other staff with patience and empathy.

DUTIES:
Perform radiotherapy treatment and planning according to clinician’s instructions. Take care of patients. Perform quality assurance procedures. Keep accurate records. Participate in continuing professional development activities. Perform effectively as part of a multidisciplinary team. Render administrative and information support to Unit Manager. Clinical training of students.

ENQUIRIES:
Ms J Meaker Tel No: (021) 938-5402 or Jill.Meaker@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:
03 January 2020

POST 45/220:
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH) (X3 POSTS)
Cape Winelands Health District

SALARY:
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
(Plus a non-pensionable rural allowance of 8% of basic annual salary).

CENTRE:
Witzenberg Sub-district
Drakenstein Sub-district
Breede Valley Sub-district

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape and knowledge in the use of clinical equipment and control of budget levels.

DUTIES:
Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the different Sub-districts. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through
education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

**ENQUIRIES**
- Witzenberg Sub-district, Mr L Wawini Tel No: (023) 316-9600, E-mail: Lulamile.Wawini@westerncape.gov.za
- Drakenstein Sub-district, Ms J Bosch Tel No: (021) 862-4520, E-mail: Janine.Bosch@westerncape.gov.za
- Breede Valley Sub-district, Mr G Baatjies Tel No: (023) 348-1340, E-mail: Grant.Baatjies@westerncape.gov.za

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**
No payment of any kind is required when applying for this post. A practical and a competency test will form part of the selection process. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

**CLOSING DATE**
- 03 January 2020

**POST 45/221**
**BED MANAGER**
Chief Directorate: Metro Health Services

**SALARY**
- R376 596 per annum

**CENTRE**
- Karl Bremer Hospital

**REQUIREMENTS**
Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Health Science registrable with an appropriate Health Professional Council. Experience: Appropriate experience as a health professional in a hospital setting. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in the Microsoft Office package (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to bed management within the public sector. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. The ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
Responsible to lead, guide, support and develop the patient flow management of Karl Bremer Hospital. Apply efficient information management processes relating to bed management activities. Participate in training, development and research. Utilise and manage resources with a focus on cost containment. Manage, evaluate and report on bed management related quality assurance activities and programmes.

**ENQUIRIES**
- Dr B Smith Tel No: (021) 918-1222 or email: Barry.Smith@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**
- 03 January 2020

**POST 45/222**
**PROJECT MANAGER: (ICT GOVERNANCE)**
Directorate: Information Management

**SALARY**
- R376 596 per annum

**CENTRE**
- Head Office, Cape Town

**REQUIREMENTS**
Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate experience in a Project Management environment. Appropriate experience in Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and inter-
personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and Service Level Agreement.

DUTIES: Provide project management support services for new and existing health ICT Systems. Co-ordinate ICT Governance Structures. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Develop a process to manage application, data and network security for WCG Health. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements.

ENQUIRIES: Ms N Roodt Tel No: (021) 483-8801 or email: Natasha.Roodt@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: 03 January 2020

POST 45/223: ASSISTANT DIRECTOR: LABOUR RELATIONS West Coast District

SALARY: R376 596 per annum
CENTRE: West Coast District Office
REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations in Public Sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal and good time management planning skills. Ability to think analytically and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in the essential services.

DUTIES: Support and advice to all staff and supervisors with regards to employee relations. Effective management of all disciplinary matters and disputes. Monitor and maintain the relevant collective bargaining structures. Provide training with regards to employee relations to all employees. Provide advice, guidance and support to your supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary and grievance procedures.

ENQUIRIES: Adv W Small Tel No: (022) 487-9208, E-mail: Willem.Small@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE: 03 January 2020

POST 45/224: GISC TECHNOLOGIST Directorate: Information Management

SALARY: Grade A: R363 894 per annum
Grade B: R414 189 per annum
Grade C: R473 574 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: Appropriate 3 to 4 years GISc or related Bachelor degree in Geographic information Systems/Geography or Environmental Science and formal training in Esri products (ArcGIS). Registration with a professional council: Platio registration as a GISc Technologist. Experience: Grade A: 3 year post qualification experience in a GISc, data management and information management environment. Grade B: 14 years appropriate/recognisable experience in an area after registration with Platio. Grade C: 26 years appropriate/recognisable experience in an area after registration with Platio. Inherent requirements of the job: Valid code B/EB driver’s licence. Ability to travel within the Western Cape Province and overnight (if and when required). Willingness to work extended hours based on operational requirements/service delivery needs. Competencies (knowledge/skills): Excellent knowledge of geographic information systems, spatial modelling and analyses, standards and related policies/acts. Advanced knowledge of data management, information and communication technology.
systems. Project management, presentation and report writing skills. Ability to think strategically, innovate, work independently and demonstrate leadership in complex applications.

**DUTIES**: Administration and governance of an integrated spatial information function, processes and solutions. Ensure standardisation and integration of GIS into the departmental data and information systems. Provide GIS services in support of information management activities of the department and external stakeholders including health mapping services, spatial data management/modelling/analyses for decision making, planning and monitoring and evaluation. Management of various GIS projects from project initiation to development and delivery. Facilitate GIS advocacy, awareness and capacity building of GIS as a decision-making support system in the department.

**ENQUIRIES**: Ms L Shand Tel No: (021) 483-2639 or email: Lesley.Shand@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**: 03 January 2020

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**POST 45/225**: COMMUNICATION OFFICER: DIGITAL 
Directorate: Communication

**SALARY**: R316 791 per annum

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Minimum educational qualification: Appropriate 3-year qualification Degree/Diploma in Journalism Public Relations or Marketing. Experience: Appropriate experience in Communication in related working environment/field. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Excellent verbal and written communication skills. Analytical and problem-solving abilities. Digital response management. Strong interpersonal skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. Experienced in Writing for Humans with the ability to work independently. Operational management capability. Knowledge in Site Building Toolkit (SBT).

**DUTIES**: Form part of Provincial communications team to ensure strategic objectives and campaigns. Response handling including generating, posting and placement of suitable digital content. Liaise with Agency to maximise paid-for digital campaigns (briefs, concepts, schedules). Daily monitoring of website, intranet, social media platforms and identify risks and opportunities on digital media. Adapt existing campaigns to suit digital platforms.

**ENQUIRIES**: Mr Mark van der Heever Tel No: (021) 483 3245 or email: Mark.vanderHeever@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**: 03 January 2020

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**POST 45/226**: SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING 
(2-Year Contract) 
Directorate: Financial Accounting

**SALARY**: R316 791 per annum

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Inherent requirements of the job: Valid (code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP). Standards and/or International Financial Reporting Standards (IFRS). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of BAS, LOGIS and support systems will be an added advantage.

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ENQUIRIES: Ms Lee-Andrea Mars, Tel. No: (021) 483-4209, E-mail: Lee-Andrea.Mars@westerncape.gov.za

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/227: COMMUNITY LIAISON OFFICER
West Coast District

SALARY: R316 791 per annum

CENTRE: West Coast District Office, Malmesbury

REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in facilitating community engagement and participation. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Optimal and efficient Project Management skills at community level in relation to integrated health services. Good knowledge of Health related regulations in respect of Statutory Bodies, Health facility Boards, District health councils. Excellent computer literacy (Ms. Word, PowerPoint and Excel), training and facilitation skills. Good communication skills in at least two of three official languages of the Western Cape.

DUTIES: Plan and ensure successful implementation of the Health Facilities Board Act. Interface management with health orientated community organisations to ensure effective communication between services and the communities. Plan, coordinate, conduct and monitor effective capacity building programs and interventions for relevant role players. Responsible for the representation and marketing of the district health services at the relevant health orientated community organisations. Interact with district management, other components and colleagues of the rural health services platform, contributing to achieve objectives and targets, including the Western Cape on Wellness. Perform related comprehensive administrative duties.

ENQUIRIES: Ms AC Campbell Tel No: (022) 487-9263/E-mail: Anne.Campbell@westerncape.gov.za

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/228: PROFESSIONAL NURSE GRADE 2 TO 3 (GENERAL: HIV/AIDS)
Chief Directorate: Metro Health Services

SALARY: Grade 2: R315 963 per annum
Grade 3: R383 226 per annum

CENTRE: Valkenberg 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: Proof of registration with the SANC as Professional Nurse for 2019/20. Experience: Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Basic computer literacy skills. Additional courses in HIV care will be an advantage. Experience in HIV/ARV and/or TB Care.
DUTIES: Effectively manage and utilise physical, financial and human resources. TB screening and management of prophylaxis treatment. Record-keeping and administrative activities, including completing ARV register (in the absence of the Clerk). Effectively maintain professional growth and participate in training of staff, patients and families. Assist in the management of an ambulatory clinic for HIV infected patients with focus on ARV care and TB. Coordinate the HIV Counselling and Testing (HCT) campaign.

ENQUIRIES: Mr Mapitsi Photo Tel No: (021) 8265 801 email Mapitsi.Photo@westerncape.gov.za

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post. A practical and a competency test will form part of the selection process.

CLOSING DATE: 03 January 2020

POST 45/229: MEDICAL OFFICER GRADE 1: (SURGERY GENERAL SERVICES) (3/8TH POST)

SALARY:
Grade 1: R307 953 per annum (3/8th)
Grade 2: R352 113 per annum (3/8th)
Grade 3: R408 363 per annum (3/8th)

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience after registration in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Knowledge in management of breast pathology in an out-patients setting. Competencies (knowledge/skills): Provision of evidence-based quality breast related pathology and patient care. Managing a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the breast surgery team. Active involvement of clinical research. Effective administration and management of the breast cancer and referral pathways. Ability to work in a team and under pressure.


ENQUIRIES: Dr K Maart Tel No: (021) 938-4141 or email: Kurt.Maart@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. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

CLOSING DATE: 03 January 2020
POST 45/230: INDUSTRIAL TECHNICIAN: GENERAL ENGINEERING (2 Year Contract) 
Directorate: Engineering and Technical Support (Bellville)

SALARY: R257 508 per annum (plus 37% in lieu of service benefits)
CENTRE: Head Office, Cape Town

DUTIES: Assist the Deputy Director with technical activities including management of the PACS project. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Assist in managing the execution of maintenance strategy, set engineering maintenance standards and monitor maintenance efficiencies to attain organisational objectives. Provide and effective engineering service for projects, programmes across operations including risk management. Assist in administrative functions in terms of budget management, compiling and submission of reports and development of engineering operational plan. Ensure continuous research and development.

ENQUIRIES: Mr S Reichert Tel No: (021) 830 – 3768 or email: Stephan.Reichert@westerncape.gov.za
APPLICATIONS: 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: 03 January 2020

POST 45/231: OPHTHALMOLOGY TECHNICIAN GRADE 1 TO 2

SALARY: Grade 1: R210 567 per annum
Grade 2: R248 034 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Two years of in-service training on ophthalmic specialised equipment after obtaining Level 1 and 2 Ophthalmic Assistant courses and registration with the OSSA. Experience: Grade 1: None after obtaining the appropriate qualification or prescribed in-service training. Grade 2: A minimum of 10 years appropriate experience after obtaining the appropriate qualification or prescribed in-service training. Competencies (knowledge/skills): Ability to acquire technical skills. Ability to communicate effectively. Ability to work independently.

DUTIES: Assisting an Ophthalmologist, Registrar or Ophthalmic Medical Officer in OPD, Theatre and Ophthalmology wards by performing technical special examinations related to Ophthalmology. Responsibility for maintenance of equipment and consulting room hygiene. Assisting in ophthalmic counselling and the distribution of information material and keeping accurate and retrievable patient records, as well as consulting room provisioning.

ENQUIRIES: Prof N Du Toit Tel No: (021) 406-6216/E-mail: nagib.dutoit@uct.ac.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/232: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
Chief Directorate: Rural Health Services

SALARY: Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
CENTRE: Paarl Hospital
REQUIREMENTS: Minimum educational qualification: Electrical Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform standby duties and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Knowledge in Electrical, Air-conditioning and Refrigeration Systems. Supervisory experience including People- and Financial Management. Problem solving and analysis skills.

DUTIES: Check, maintain, install and repair electrical, air conditioner and mechanical installations and equipment. Check and reset fire alarms. Manage and supervise work schedule for the division and assist in supervising and training of staff. Manage and assist with the execution of maintenance projects/repairs within the health facility. Exercise control over tools and materials. Learn, comply and become knowledgeable with in-house systems and procedures.

ENQUIRIES: Mr G R Abrahams Tel No: (021) 860-2797. Gregory.Abrahams@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: 03 January 2020

POST 45/233: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
Directorate: Engineering and Technical Support Services

SALARY: Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE: Head Office, Cape Town (Bellville Mobile Workshop, Karl Bremer)

REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver’s licence and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES: Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES: Mr L Semono Tel No: (021) 830 3752 or email: Leslie.Semono@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: 03 January 2020

POST 45/234: SENIOR SECURITY OFFICER

SALARY: R173 703 per annum

CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS: Minimum educational qualification: Senior certificate (or equivalent). Registration with a professional body: Registration with the Security Board of South Africa in terms of the Security Industry Regulations Act 56 of 2001. Experience: Appropriate experience. Inherent requirement of the job: Compulsory to work shifts and be available at short notice. Competencies (knowledge/skills): Sound written and verbal communication skills. Knowledge of Occupational Health and Safety regulations. Written and verbal communications skills in at least two of the three official languages of the
DUTIES:
Supervisory skills and optimal utilisation of subordinates staff. Perform all clerical duties. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to perform routine structured task. Ability to adhere to safety standards. Access control inside and outside buildings. Patrol corridors and estate of the hospital. Check all security equipment and facilities. Investigation of complaints regarding thefts. Monitor and respond to fire and security alarms. Assist with Key control. Render emergency service in respect of Fires, emergency patient arrivals and casualty. Assist with handling of aggressive/uncontrolled patients and visitors.

ENQUIRIES:
Ms S Cupido Tel No: (021) 658-5452/E-mail: Sandra.Cupido2@westerncape.gov.za

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE:
No payment of any kind is required when applying for this post.

CLOSING DATE:
03 January 2020

POST 45/235:
ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (12 Months Contract Post)
Cape Winelands Health District

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

CENTRE:
Montagu Hospital, Langeberg Sub-district (based at: Robertson Hospital)

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in LOGIS and Integrated Procurement system and financial procedures. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and working overtime. Competencies (knowledge/skills): Good co-ordination and problem solving skills. Ability to work independently or as part of a team. Good Communication and Organisation skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the SCM/ LOGIS System, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations. Computer literacy (MS Office: Word, Excel, Outlook (email), LOGIS and BAS).

DUTIES:
Assistance with specification compilation, demand and acquisition capture requisitions. Ensure all purchases are done according to existing State contracts and delegations. Authorise orders on system and maintain 0-9 files and follow-up on outstanding goods. Receipt of stock, consumables and assets for Langeberg Sub-district. Assist with annual stock take and relief in other LOGIS/Finance sections when required. Handle verbal, telephonic and written enquiries.

ENQUIRIES:
Ms M le Kay Tel No: (023) 626-8524, E-mail Minnie.LeKay@westerncape.gov.za

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE:
No payment of any kind is required when applying for this post.

CLOSING DATE:
03 January 2020

POST 45/236:
HANDYMAN (MECHANICAL)
Grootes Schuur Hospital, Observatory

SALARY:
R145 281 per annum

CENTRE:
Grootes Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding tasks. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication in at least two of the three official languages of Western Cape Province. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES:
Assist with the execution of mechanical projects which will include fabrication and Welding. Maintain and repair equipment at the hospital. Assist other
departments within the workshop set up. Ability to work independently and within a team set up. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools.

**ENQUIRIES**
Mr AK Mgjodo/Mr EM Sithole
Tel No: (021) 404-6251/6212
E-mail: Angelo.Mgjodo@westerncape.gov.za
/Ebenzer.Sithole@westerncape.gov.za

**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. Potential candidates may be subjected to a competency test.

**CLOSING DATE**
03 January 2020

**POST 45/237**
STERILISATION OPERATOR PRODUCTION (CSSD)
Chief Directorate: Metro Health Services

**SALARY**
R122 595 per annum

**CENTRE**
Victoria Hospital, Wynberg

**REQUIREMENTS**
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the CSSD environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Willingness to be trained and upskilled, and to attend training courses as designated by the hospital. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work in a co-operative way within a team context with good interpersonal skills. Basic understanding of disinfection, decontamination and sterilisation. Basic knowledge of theatre instruments and linen.

**DUTIES**
Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques, including decontamination, packing and sterilisation of instruments, linen and supplies. Promote/adhere to infection control as well as health and safety regulations. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Cost effective utilisation of resources and maintain equipment in optimum working condition. Monitor, control and maintain adequate stock levels, assist and report with investigation of lost instruments/equipment. Support to the supervisor and team members.

**ENQUIRIES**
Mr P Jeftha
Tel No: (021) 799-1125
E-mail: Patrick.Jeftha@westerncape.gov.za

**APPLICATIONS**
Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.

**FOR ATTENTION**
Ms Z Peter

**NOTE**
No payment of any kind is required when applying for this post.

**CLOSING DATE**
03 January 2020

**POST 45/238**
CHILD MINDER (X2 POSTS)
Chief Directorate: Metro Health Services

**SALARY**
R122 595 per annum

**CENTRE**
Lentegeur Hospital

**REQUIREMENTS**
Minimum educational qualification: Numeracy and Literacy and a Child Care Certificate. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Ability to work independently and within a team. Ability to perform child minding activities, multitask and take overall responsibility for each child. Educare teaching and training skills. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
(key result areas/outputs): Provide quality child care to children at the LGH Childcare Centre and create a safe, stimulated and happy environment for the children. Supervise the children between the ages 1 to 6 years. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian. Basic education and training of children and monthly reporting. Maintain a clean and healthy environment to prevent infections.

**ENQUIRIES**
Mr M Barnard
Tel No: (021) 370-1356
E-mail: Martin.Barnard@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 03 January 2020

POST 45/239: SEAMSTRESS

SALARY: R122 595 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC) or Grade 9 (Std. 7). Experience: Appropriate pattern design and sewing experience. Inherent requirements of the job: Willingness to work weekends and public holidays when necessary. Must be able to lift heavy bags/rolls of material. Knowledge of sewing and sewing machines. Ability to achieve and maintain good interpersonal relations with staff. Good numerical skills. Ability to communicate effectively in two of the official languages of the Western Cape. Knowledge of and the ability to interpret the Western Cape Hospital Linen Management Policy.

DUTIES: Effective sewing service to the hospital. Must be able to take accurate measurements and design patterns. Assist with the monitoring of linen quality, recycle used linen and manufacture new items. Be part of the Linen pre-condemning committee of the hospital. Perform relief duties within the hospital linen management setup. Effective stock, procurement and control of sewing service items. Perform certain filing/admin functions and record keeping for sewing services. Liaise with various internal departments regarding hospital linen matters.

ENQUIRIES: Ms U Sandile Tel No: (021) 404-4388, E-mail: Unathi.Sandile@westerncape.gov.za

APPLICATIONS: Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION: Mr MS Benjamin
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/240: HOUSEHOLD AID

SALARY: R102 534 per annum
CENTRE: Robertson Hospital
REQUIREMENTS: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate household aid experience in a health facility. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays, night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Dust, wash, scrub, polish, waste handling and maintenance of general neatness and hygiene of the wards on a daily basis. Adherence to OHS and IPC policies. Responsible for handling of clean and soiled linen on ward level according to IPC policies and ward systems. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen.

ENQUIRIES: Ms N Liebenberg Tel No: (023) 626-8598, Email: Naomi.Liebenberg@westerncape.gov.za

APPLICATIONS: Manager: Medical Services, Robertson Hospital, Private Bag X617, Robertson, 6705.

FOR ATTENTION: Ms TM Padiachy
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/241: FOOD SERVICES AID

SALARY: R102 534 per annum
CENTRE: Ceres Hospital

Cape Winelands Health District
### REQUIREMENTS

Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

### DUTIES

- Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.

### ENQUIRIES

Ms A Pietersen Tel No: (023) 316-9602, E-mail Aldine.Pietersen@westerncape.gov.za

### APPLICATIONS

Medical Manager: Ceres Hospital, Private Bag X54, Ceres, 6835.

### NOTE

No payment of any kind is required when applying for this post.

### CLOSING DATE

03 January 2020

### POST 45/242

DRIVER (LIGHT DUTY VEHICLE)

Cape Winelands Health District

### SALARY

R102 534 per annum

### CENTRE

Robertson Hospital, Langeberg Sub-district

### REQUIREMENTS

Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.

### DUTIES

- Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

### ENQUIRIES

Mr P Kleintjies Tel No: (023) 626-8551, e-mail: Patrick.Kleintjies@westerncape.gov.za

### APPLICATIONS

Manager: Medical Services, Langeberg Sub District, Private Bag X617, Robertson 6705.

### NOTE

No payment of any kind is required when applying for this post.

### CLOSING DATE

03 January 2020

### POST 45/243

FOOD SERVICES AID

Overberg District

### SALARY

R102 534 per annum

### CENTRE

Otto du Plessis Hospital

### REQUIREMENTS

Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good organising and communication skills.

### DUTIES

- Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts.
Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES: Mr DW Brecht Tel No: (028) 424-2652 or email: Dennis.Brecht@westerncape.gov.za
APPLICATIIONS FOR ATTENTION: The Overberg District: Private Bag X07, Caledon, 7230.
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 January 2020

POST 45/244: MESSENGER

SALARY: R102 534 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum requirement: Literacy and numeracy skills. Experience: Appropriate experience of messenger or basic office work. Inherent requirements of the job: Physically able to move freely between various areas of the hospital. Competencies (knowledge/skills): Ability to participate and work as part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Good communication skills. Must maintain effective interpersonal skills. Visual acuity.

DUTIES: Provide a messenger service - collection and distribution of postal material. Provide a support service to nursing and the administration service. Maintain statutory requirements of the post.
ENQUIRIES: Ms F Marthinus Tel No: (021) 938-4055 or email: Francilee.Marthinus@westerncape.gov.za
APPLICATIIONS FOR ATTENTION: The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
CLOSING DATE: 03 January 2020

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za
CLOSING DATE: 20 January 2020
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 45/245: ASSISTANT DIRECTOR: GOVERNANCE FRAUD AND LOSSES MANAGEMENT REF NO: LG 2019-41

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/ B-Degree (or higher qualification); A minimum of 3 years’ relevant experience in an Internal Control and Governance environment or similar environment. Recommendations: Financial background in the Public Sector Finance. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Financial Management Act; National Treasury Regulations; Provincial Treasury directives/instructions; Public service Anti-Corruption Strategy and Fraud Prevention measures; Principles and practices of financial accounting; Internal controls and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Chart of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Proven computer literacy; Written and verbal communication skills.

DUTIES: Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Co-ordinate and maintain appropriate delegation and
governance framework; Render advice on policy development relating to Supply Chain Management; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Maintain and update a database of all issued policies and finance instructions; Ensure the implementation and maintenance of an integrated loss control system; Investigate and report on irregular/fruitless and wasteful expenditure; Check and verify correctness of AFS/IFS (includes note and audit file); Maintain, interpret, advise and implement a departmental anti-fraud strategic management plan inclusive of fraud prevention policy in consultation with the FIU; Provide support with the management of fraud prevention in the department; Co-ordinate capacity building initiatives and fraud prevention on behalf of the department; Perform Human Resource Management related responsibilities for the department including performance management, development and evaluation thereof, recruitment and selection and maintain discipline; Perform supervisory task with regards to the Sub-directorate.

ENQUIRIES : Mr P. Solomons at Tel No: (021) 483 4566

POST 45/246 : STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: LG 2019-39

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 2 years’ relevant experience in internal control/ audit and governance environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury instruction); Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Frameworks’ Government Financial Systems; Written and verbal communication skills; Proven computer literacy; Monitoring, evaluation and reporting; Problem solving and research skills.

DUTIES : Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Co-ordinate and maintain appropriate delegation and governance framework; Render advice on policy development i.e. SCM; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Maintain and update a database of all issued policies and finance instructions; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO. GAP and FMCM; Manage and co-ordinate financial/non-financial responses for the department in respect of Internal Audit, external audit and FIU/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management Committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management; Conduct preliminary investigations

ENQUIRIES : Ms S Kennedy at Tel No: (021) 483 9458
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate Certificate or Diploma (1-2 year post-school qualification or higher); A minimum of 3 years relevant administrative experience. Recommendations: Extensive experience and working knowledge of office administration; proven experience in financial management (budget administration) as well as supply chain management; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies and legislation; Public sector reporting procedures; Human resource management and financial administration prescripts; Planning and organising; Verbal and written communication skills; Proven computer literacy in MS Office; Analytical thinking; Interpretation; Facilitation and research.
DUTIES: General daily administrative tasks such as typing, filing, copying, faxing; Updating of data-base register and incoming and outgoing correspondence with the relevant tracking system; Acting as secretariat with regard to meetings for the Sub-Directorate; Liaise with municipalities on monitoring functions and to support municipalities with the implementation of the Municipal Property Rates Act, no. 6 of 2004; Assist the Assistant Director with the execution of statutory responsibilities and all relevant legislation; Assist in the evaluation and reporting on feedback obtained from monitoring procedures; Complete and follow-up S & T claims; Assist with the analysis and evaluation of municipality’s property rates policies; Assist with all valuation and property rates queries, e.g. Ministerial, Parliamentary and Public; Assist with the execution of valuation and rates monitoring procedures.

ENQUIRIES: Ms MB Cloete at Tel No: (021) 483 4235

POST 45/248: COMMUNITY DEVELOPMENT WORKER: REGION (OVERBERG) REF NO: LG 2019-40

SALARY: R208 584 per annum (Level 06)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 3 years’ proven experience in community development. Recommendations: A good understanding of community needs and circumstances; Working knowledge of state functions and programmes. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Written and verbal communication skills.

DUTIES: Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES: Mr M Bell at Tel No: (021) 483 3039

POST 45/249: COMMUNITY DEVELOPMENT WORKER (METRO) REF NO: LG 2019-42

SALARY: R208 584 per annum (Level 06)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); Minimum of 2 years’ proven experience in community development; A valid code B driving licence. Recommendations: Community Development Leadership Certificate; A good understanding of community needs and circumstances; Working knowledge of state functions and programmes. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Written and verbal communication skills.

DUTIES: Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES: Mr M Bell at Tel No: (021) 483 3039

POST 45/250: REGISTRY CLERK: RECORD MANAGEMENT AND SUPPORT SERVICES (AUXILIARY SERVICES) REF NO: LG 2019-43

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) Recommendations: A valid (Code B or higher) driving licence; Registry experience; Working knowledge of a File Tracking System. Competencies: A good understanding of the following: Provincial Archives; Records Services Act; J Track file tracking...
system; Planning and coordination of registry activities and planning of resources needed; Departmental procedures; Good verbal and written communication skills; Planning; organising skills; Proven computer literacy.

**DUTIES**
- Applications of registry procedures; Maintenance of the filing system and records control schedule; Control of franking machine and remittance register; Application of the file tracking system.

**ENQUIRIES**
- Ms N Mrawuzeli at Tel No: (021) 483 8147

**POST 45/251**
- **ADMINISTRATION CLERK: INTEGRATED DEVELOPMENT PLANNING**
- **REF NO:** LG 2019-37

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

**CENTRE**
- Department of Local Government, Western Cape Government

**REQUIREMENTS**
- Grade 12 (Senior Certificate or equivalent qualification) Recommendations:
  - Relevant working experience; Working knowledge of the functioning of Local Government and Government Financial systems; A valid driving licence.
  - Competencies: A good understanding of the following: Provincial budgetary cycle and associated processes; Expenditure control processes; Administration systems (filing and record keeping); Office Administration; Proven computer literacy (MS Office); Written and verbal communication skills; Excellent minute-taking and writing skills; Strong conceptual, analytical and formulation skills; Good planning and organising skills.

**DUTIES**
- Provide administrative support to Integrated Development Planning as regard administrative, financial and communication needs; Provide project based and administrative support to Integrated Development Planning support actions to municipalities on integrated development planning; Liaise with provincial departments and other stakeholders; Administer the database relating to project.

**ENQUIRIES**
- Mr I McKenzie at Tel No: (021) 483 3683

**DEPARTMENT OF THE PREMIER**

**CLOSING DATE**
- 20 January 2020

**NOTE**
- Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 45/252**
- **APPLICATION DEVELOPMENT MANAGER: HEALTH AND SOCIAL DEVELOPMENT**
- **REF NO:** DOTP 2019-94

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

**CENTRE**
- Department of the Premier, Western Cape Government

**REQUIREMENTS**
- An appropriate 3-year tertiary qualification (3-year National Diploma or higher qualification); A minimum of 5 years’ experience in a ICT environment of which 3 years must be middle management experience; A valid code B driving licence. Recommendation: Experience in the full system development life cycle of Enterprise Scale Applications; Proven experience in managing a team of ICT System Professionals; Experience in a variety of current development environments including Oracle, Net, C++; Experience in managing systems development in the public sector. Competencies: Knowledge of public sector and its operations and Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development and Maintenance; Advanced computer literacy skills, especially Business Systems Analysis; Ability to work under pressure and meet deadlines; Report writing skills; Exceptional planning and organisation skills; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Self-motivated and disciplined; Planning, organising and Problem solving.

**DUTIES**
- Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning,
development, implementation and maintenance; Maintain Systems and Enterprise information Architectures within provincial strategies and Central Architecture Framework; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component’s management team; Contract Management and drafting and managing SLA’s with large vendors in the systems development arena.

ENQUIRIES: Mr L Benting at Tel No: (021) 483 8941
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations/ Human Resource Management/ Law; A minimum of 1-year administrative experience; A valid code B driving licence. Competencies: Extensive knowledge of Public Service Act and Public Service Regulations, prescript, labour relations, Human Resource Management and Conflict Management; Knowledge of appropriate labour legislation; Knowledge of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office.
DUTIES: Handle misconduct matters; Handle grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct and grievance matters; Handle disputes; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, queries and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings and arbitrations.
ENQUIRIES: Mr P Samuel at Tel No: (021) 483 4646
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/254: RECEPTIONIST: PTE GENERAL SUPPORT REF NO: DOTP 2019-95
SALARY: R122 595 per annum (Level 03)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Proven experience of general farm work; Proven skills of working with farm animals; Working knowledge and skills to do farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems); A valid Competencies: A good understanding of the following: Government procedures; Communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Good grooming and telephone etiquette; Organising skills.
DUTIES: Receptionist duties: Attend to visitors upon arrival; Liaise with the different departments regarding correspondence to and from Kromme Rhee; Answering the telephone, receipt and transmission of messages; Faxing of all outgoing faxes and receiving all incoming faxes; Allow access to people coming to Kromme Rhee; Admin duties: Compile and type correspondence; Design forms and documentation; Distribute and direct enquiries and correspondence; Manage record-keeping and follow-up of enquiries and correspondence; Quality check all outgoing documentation; Filing of documentation.
ENQUIRIES: Ms A Kidd-Anderson at Tel No: (021) 865 8021
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to
Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.

PROVINCIAL TREASURY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 20 January 2020

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 45/255: ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 2019-50 (X3 POSTS)

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

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: An appropriate Honours Degree qualification; A minimum of 3 years management experience in Economics/Policy Research/Strategic Planning/Budgeting or Policy Analysis environment; A valid code B driving licence. Recommendation: An appropriate Masters Degree; A keen interest in working in an applied economic policy environment. Competencies: Knowledge of the following: Public sector strategic planning and budgeting; Excellent communication (written and verbal); Proven computer literacy; Research writing; Presentation and reporting skills; Strategic thinking and analytical ability.

DUTIES: Manage, consolidate and compile annual budget policy; Conduct research and analysis of economic, budget and policy trends and issues to inform provincial budget policy and budget allocations; Monitor, assess and evaluate budget implementation to inform planning and resource allocation; Drive the Medium Term Expenditure Framework (MTEF) and the annual budget process; Recommend budget allocations which are in line with Government strategic priorities and promoting the integration of policy spending and delivery; Provide expert advice and support to Departments and public entities on the requisite legislation and policy requirements in terms of provincial budgets and the budget process; Project, Financial and People management of various processes in line with the scope of the Provincial Government Budget Office.

ENQUIRIES: Ms R Slinger at Tel No: (021) 483 4023

POST 45/256: ASSISTANT MANAGER (ASSISTANT DIRECTOR): MANAGEMENT ACCOUNTING REF NO: PT 2019-52

SALARY: R376 596 per annum (Level 09)

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Finance Management; A minimum of 3 years supervisory experience working in a financial environment. Recommendation: Relevant experience in the budgeting process; Basic Accounting System (BAS) experience. Competencies: Extensive knowledge of the following: Financial norms and standards; Adjustment Estimate process; Basic Accounting System; Communication (written and verbal) skills; Proven computer literacy (MS Word, MS Excel, MS PowerPoint).
Excel, PowerPoint, Internet, Outlook); Problem solving; Planning and organising; Innovation; Detail orientation; Team work; Ability to work under pressure and meet strict deadlines.

**DUTIES**: Managing, monitoring, controlling and reporting on revenue and expenditure; Managing the Medium-Term Expenditure Framework (MTEF) budget process, including the compilation and management of the main budget and the adjustment estimates budget; Coordination of the Departmental Annual Report.

**ENQUIRIES**: Ms N Cullis at (021) 483 8188

**POST 45/257**: CHIEF SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT AND CONTRACT MANAGEMENT REF NO: PT 2019-51

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

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent) with accounting and/or mathematics as a passed subject; A minimum of 3 years’ experience in Supply Chain Management. Recommendation: Experience in the following: Logistical Information System (LOGIS); Accounting Office System (AOS); Integrated Procurement Solution (IPS). Competencies: Knowledge of the following: Supply Chain Management policies; Public Finance Management Act (PFMA); National Treasury regulations; Provincial Treasury Instructions; Written and verbal communication skills; Proven computer literacy.

**DUTIES** : Bid Management (Bid invitation and evaluation) support; Supervise and render acquisition support services; Accurate filing of bid documentation for recording purposes; Secretariat function to the committees; Supervisory function.

**ENQUIRIES** : Ms T Ndlazi at (021) 483 8915

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE** : 20 January 2020

**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 45/258**: SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT REF NO: DSD 2019-144

**SALARY** : Grade 1: R363 801 – R407 625 per annum (OSD as prescribed)
Grade 2: R432 459 - R581 178 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of eight (8) years appropriate experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

**DUTIES** : Develop, implement and maintain social work policies aimed at Victim Empowerment; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer payment Agreement (TPA) and
compliance against Legislative/ Programme Specific norms and standards/regulatory framework; Rapid response following complaints/enquiries about NPO's or a concern raised; Registration/Designation of facilities/NPO's/child headed households/shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

ENQUIRIES

APPLICATIONS

ENQUIRIES

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APPLICATIONS
SUPPLY CHAIN MANAGEMENT PRACTITIONER: CONTRACT
MANAGEMENT AND ADMINISTRATION REF NO: DSD 2019-56

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree; A minimum of 3 years’ experience in a supply chain management environment. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA, National Treasury regulations-NTR’s; Provincial Treasury Directives/Instructions-PTI’s); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services and policy and procedures governing these functions; General support services such as transport management and policy and procedures governing these functions; Good communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Interpersonal skills; Computer literacy skills; Decision making; Numeracy; Analytical and problem solving.

DUTIES: Contract Management and administration; Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Monitor and coordinate supplier performance; Develop service level agreements for contract management and administration.

ENQUIRIES: Mr K Jackson at Tel No: (021) 483 8474
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

STATE ACCOUNTANT: BUDGET AND PLANNING REF NO: DSD 2019-124

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/or higher qualification); A minimum of 2 years’ experience in financial management environment. Competencies: Knowledge of policy development; Communication skills (written and verbal); Financial norms and standards; Budgeting process; Analytical thinking; Budgeting skills, Numeracy and accuracy; Computer literacy; Conflict resolution; Problem solving; Research.

DUTIES: Ensure an integrated, effective and efficient budget planning system in respect of revenue and expenditure: Manage the departmental budget process; Prepare inputs for strategic plan and annual performance plan; Manage the departmental medium-term expenditure committee (MTEC) process; Maintain and monitor financial information; Prepare a breakdown of estimated revenue expenditure; Manage roll over of funds; Develop and maintain policies, procedures and processes. Ensure an integrated, effective and efficient in-year budget monitoring, reporting an adjustment system: Manage the monitoring of revenue and expenditure; manage the monthly, quarterly and annual reporting processes; Manage the revenue and expenditure adjustment estimate processes.

ENQUIRIES: Mr D Holley at Tel No: (021) 483 4276
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

GENERAL WORKER: ADMIN (BONNYTOUN) REF NO: DSD 2019-146

SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Able to read and write (basic literacy)/ Adult basic education and training (ABET); Recommendation: Proven experience of general farm work; Proven skills of working with farm animals; Working knowledge and skills to do farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems); A valid driving license. Competencies: A good understanding of
the following: Basic communication skills; Basic literacy skills ability to work in a garden and handle equipment.

**DUTIES**: Perform general assistant work; Maintain premises, Maintain and clean premises and surroundings and surroundings; Keep and maintain cleaning materials and equipment; Maintain the garden and grounds.

**ENQUIRIES**: Mr EJ Buys at Tel No: (021) 986 9102

**APPLICATIONS**: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60496, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

**NOTE**: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.

**POST 45/264**: DRIVER HANDYMAN: OUTENIEKWA GEORGE (ADMIN) REF NO: DSD 2019-143

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

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Grade 10 (Junior certificate or equivalent); A minimum of 1 year’ relevant experience working in a registry environment; A valid code B driving license with a professional valid driving permit (PDP). Competencies: Communication skills; Ability to work in a team and independently; Ability to perform routine tasks; Ability to work under pressure; excellent handyman skills; Customer services.

**DUTIES**: Stand-by services for emergency trips and after hour transport duties; Maintenance of the official vehicle being utilized; Ensure that it is clean and serviced; Transport officials and passengers to and from designated destinations; Perform general transport duties; Maintenance of office buildings; Maintenance of office equipment and furniture.

**ENQUIRIES**: Ms B Nicholas at Tel No: (044) 803 7500

**APPLICATIONS**: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60496, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

**NOTE**: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**: 20 January 2020

**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
POST 45/265: CANDIDATE ENGINEER: PROVINCIAL ROAD NETWORK MANAGEMENT (CIVIL) REF NO: TPW 2019-244

SALARY: R618 732 per annum (All-inclusive salary package) (OSD as prescribed)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analyses skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.
DUTIES: Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
ENQUIRIES: Mr A Nell at Tel No: (021) 483 2013
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/266: CANDIDATE ENGINEER: PROVINCIAL ROAD NETWORK MANAGEMENT (MECHANICAL) REF NO: TPW 2019-245

SALARY: R618 732 per annum (All-inclusive salary package) (OSD as prescribed)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analyses skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.
DUTIES: Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
ENQUIRIES: Ms M. Hofmeyr at Tel No: (021) 483 3999
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/267: ASSISTANT DIRECTOR: ICT COORDINATOR REF NO: TPW 2019-229

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Information Technology or related field of study; A minimum of 3 years working experience in the ICT Governance, ICT Service Management or similar environment. Recommendations: Working knowledge of the following: Microsoft environment; Information Technology Information Library(ITIL); Control Objectives for Information and Related Technologies (COBIT 4); Valid driving licence (Code B or higher) Competencies: Knowledge of the following frameworks: Applicable legislative and regulatory requirements, policies and standards; ICT Policy understanding and implementation; Principles and processes for providing customer and personal services. Including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods and tools; Business and management principles involved in strategic planning, resource allocation, human resources; modelling, leadership techniques, production methods and coordination of people and resources; Relationship management; Business Analytic; Applied strategic thinking skills.

DUTIES: Identify, implement and maintain departmental ICT Infrastructure and application systems; Management Support in departmental transversal application systems; Facilitation of ICT Governance Implementation and Monitoring; Coordinate Departmental ICT Strategies and Policy Implementation; Assist with ICT continuity planning; Manage the interface with Cel and other service providers; Coordinate and facilitate the introduction and optimisation of system; Determine and communicate financial requirements to execute assigned deliverables; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed responsibilities that derive from component's plans; Monitor information capacity building within the Division; Promote sound labour relations within the Division; Actively manage and promote the maintenance of discipline within the Division; Perform all the managerial tasks with regard to the functions of the components under command; Communicate on managerial level with regard to the functions of the component.

ENQUIRIES: Ms T Singh at Tel No: (021) 483 5519

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/268: ASSISTANT DIRECTOR: EMPOWERMENT IMPACT ASSESSMENT REF NO: TPW 2019-238

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3- year tertiary qualification (National Diploma or higher qualification); A minimum of 5 years relevant experience; A valid Code B driving licence. Recommendation: Working experience in the built environment. Competencies: Knowledge of the following: National, provincial and departmental policies, prescripts and practices regarding EPWP; Programme or Project Management research and planning procedures; Supply Chain and Financial Management; Public service reporting procedures; Communication (written and verbal); Analysing; ability to interpret and apply policy; Persuading and influencing skills; Planning and organising skills; Deciding and initiating action; Working with people; Delivering Results and meeting customer expectations; Relating and networking skills.

DUTIES: Ensure compliance with Supply Chain Management prescripts and participate on Expanded Public Works Programme (EPWP) and Supply Chain Management(SCM) committees; Compliance with Public Financial Management Act( PFMA) to ensure effective financial management; Manage the undertaking of Empowerment Impact Assessments (Empia) on capital infrastructure projects: Liaise with stakeholders to ensure synergy between programmes; Participate in stakeholder engagements with regard to the Departmental Community Participation Policy; Ensure incorporation of Empia targets into departmental capital infrastructure tender documents and manage compilation, evaluation and completion of reports thereof; Monitoring and
evaluation of the Empowerment Impact Assessment Reports (Etir): Ensure the monitoring of progress of implementation of empowerment/CPG targets on projects where Empia's have been conducted; Ensure the completion of empowerment implementation plans on monitored projects and close-out reports; Management of the component by: Planning and execution of objectives, activities and operations; Evaluation of activities and outputs; Manage the compilation and review of policy, procedures and guideline documents as well as submission of feedback reports to management.

ENQUIRIES
APPLICATIONS : Ms P Jenniker at Tel No: (021) 483 8551

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/269 : ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): PAVEMENT TECHNOLOGY (LABORATORY) REF NO: TPW 2019-240

SALARY : Grade A: R363 894 - R392 283 per annum
          Grade B: R414 189 - R446 202 per annum
          Grade C: R473 574 - R557 856 per annum
          (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendations: Working experience in Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Roads safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design and analysis; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

DUTIES : Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of highways; Procurement of maintenance material required; Manage building projects; Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/ councils on engineering related matters; Oversee the proper functioning of the mechanical workshop; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.

ENQUIRIES APPLICATIONS : Mr J.C Prodehl at Tel No: (044) 272 6071

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

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SALARY: Grade A: R363 894 - R392 283 per annum
Grade B: R414 189 - R446 202 per annum
Grade C: R473 574 - R557 856 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); A minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Competencies: Knowledge and experience in the following: Project management; Legal compliance; Architectural planning; Research and development; Computer-aided architectural applications; Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer skills; Planning and organising skills; People management skills.

DUTIES: Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying Architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; To liaise with relevant boards/councils on Architectural-related matters.

ENQUIRIES: Ms M Harrison at Tel No: (021) 483 4190

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/271: INSPECTOR (COMPLIANCE MONITORING): TRAFFIC LAW ADMINISTRATION (METRO) REF NO: TPW 2019-231

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 2 years relevant experience; A valid code B driving licence. Recommendation: Appropriate Road Traffic legislation experience; Relevant NaTIS experience; Registration as Examiner of vehicles and/or Examiner for Driving Licences. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Driver Fitness, Vehicle Fitness testing processes; Auditing or investigation skills; Proven computer literacy (MS Word, MS Excel and MS Outlook); Investigation and inspection skills; Good written and verbal communication skills; Planning, organising and research skills.

DUTIES: Perform audits in line with Annual Performance Plan targets; Audit testing and issuing of driving licences and motor vehicles for roadworthiness; Liaison and communication with various clients / stakeholders and compiling detailed audit reports with findings and recommendations; Perform follow up audits to ensure recommendations are implemented; Monitor implementation, compliance and
progress in respect of National Road Traffic Act and related legislation to perform an effective service at relevant testing centres and stations.

ENQUIRIES
Mr CC Majiedt at Tel No: (021) 483 2073

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/272
LOSS CONTROL/FRAUD OFFICER: FRAUD AND LOSSES MANAGEMENT
REF NO: TPW 2019-236 (X3 POSTS)

SALARY
R316 791 per annum (Level 08)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
An appropriate 3-year National Diploma/B-Degree or higher qualification in the field of Finance; A minimum of 2 years’ proven experience in Financial Management/ Loss Control; A valid code B driving licence. Recommendation: Extensive supervisory experience. Competencies: Extensive knowledge of the following: Loss Control Systems; Management of Losses and Claims, PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses, AFS and IFS reporting; Ability to assess evidence w.r.t losses and claims; Investigation skills; Organising, planning, problem solving and analytical skills; Monitor and prevent prescription; Proven written and verbal communication skills; Computer literacy.

DUTIES
Implement an integrated loss control system; Ensure that losses are reported and recorded; Analyse and produce consolidated reports on status of cases; Maintain an integrated loss control register; Assist with the development of loss control prevention directives, instructions and guidelines; Promote the prevention of losses; Provide technical assistance and training on loss control; Ensure that cases are investigated, monitored, followed up and settled timeously; Liaise with Legal Services; Client Branches and other stakeholders; Responsible for skills development.

ENQUIRIES
Ms LD Atkins at Tel No: (021) 483 3743

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 45/273
ADMINISTRATION CLERK: INTERNAL CONTROL (GOVERNMENT MOTOR TRANSPORT) REF NO: TPW 2019-239

SALARY
R173 703 per annum (Level 05)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Grade 12 (Senior Certificate or equivalent qualification) with accounting as a passed subject; A valid (Code B or higher driving licence). Recommendation: Experience in Internal Control. Competencies: A good understanding of the following: GMT policies; Standard Operating Procedures (SOP’s), National Treasury Regulations; Provincial Treasury instructions; Public Finance Management Act; Financial procedures; Financial delegations; Financial instructions; Disciplinary and grievance procedures; Fleetman system; Proven computer literacy (MS Office); Oracle EBS and GRAP; Written and verbal communication skills; Proven computer literacy.

DUTIES
Perform testing to ensure that the Accounting Officer’s system of internal control is implemented and maintained in the trading entity; Monitor the implementation of financial related systems and procedures; Analyse the internal and external reports; Handle documents control function; Review the memorandum of agreements between various between various functions and the GMT scan centre; Ensure that the original batches comply with financial instructions; Inspect expenditure for Irregular, unauthorized, fruitless and wasteful expenditure; Review expenditure to detect Irregular, unauthorized, Fruitless and wasteful expenditure document is collated and sent to internal control (Transport and Public Works) for processing; Asset verification: Perform asset verification procedures.

ENQUIRIES
Ms G Hartley at Tel No: (021) 469 7604

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 45/274: ROAD WORKER: REGIONAL ROAD MANAGEMENT (EDEN) REF NO: TPW 2019-241

SALARY: R102 534 per annum (Level 02)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Ability to read and write (Basic Literacy)/ Adult basic education and training (ABET). Competencies: A good understanding of the following: Roads construction methods, materials and equipment, Verbal and written communication skills; Be reliable; Able to work in a team; Able to follow written instructions; Operate equipment in all kinds of weather; Climb ladders and push heavy weights.

DUTIES: Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of roads maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES: Mr D Plaatjies at Tel No: (044) 272 3699

APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

POST 45/275: ROAD WORKER: REGIONAL ROAD MANAGEMENT (EDEN) REF NO: TPW 2019-242 (X2 POSTS)

SALARY: R102 534 per annum (Level 02)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Ability to read and write (Basic Literacy)/ Adult basic education and training (ABET). Competencies: A good understanding of the following: Roads construction methods; Materials and equipment; Verbal and written communication skills; Reliable; Able to work in a team; Able to follow out written instructions; Operate equipment in all kinds of weather; Climb ladders and push heavy weights; Physical skills.

DUTIES: Support road specialists in the maintenance and building of roads; perform manual labour; Undertake general duties to support road specialists with respect to maintenance; Repair; Building and cleaning of roads which may include maintenance or improvement of roads which may include maintenance or improvement of road services; Road reserves; Road signs and road markings; Waterways and structures as well as related activities.

ENQUIRIES: Mr D Plaatjies at Tel No: (044) 272 3699

APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form.
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<th>ROAD WORKER: OUDTSHOORN REF NO: TPW 2019-246 (X3 POSTS)</th>
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