PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2020
DATE ISSUED: 10 JANUARY 2020

1. Introduction
   1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
   1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates
   2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
   2.2 Applicants must indicate the reference number of the vacancy in their applications.
   2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
   2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments
   3.1 The contents of this Circular must be brought to the attention of all employees.
   3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
   3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
   3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENTS

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: Kindly note that the post of Office Manager: State Attorney Ref No 19/191/SA advertised in the Public Service Vacancy Circular 45 of 2019 dated 13 December 2019 the salary was incorrect. The correct salary is R376 596 – R443 601 per annum. The closing date is also extended from 06 January 2020 to 13 January 2020. We apologize for any inconvenience caused. For Enquiries: Ms. Sara Maribeng Tel No: (012) 315 1103

DEPARTMENT OF EMPLOYMENT AND LABOUR: Kindly note that all the posts for Centre: Compensation Funds that were advertised in public service vacancy circular no 45 of 2019 dated 13 December 2019 with the closing date of 03 January 2020 the closing date has been extended to 26 January 2020.
# INDEX

## NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURE, FORESTRY AND FISHERIES</td>
<td>A</td>
<td>03 – 06</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>B</td>
<td>07 – 15</td>
</tr>
<tr>
<td>MUNICIPAL INFRASTRUCTURE SUPPORT AGENT</td>
<td>C</td>
<td>16 – 20</td>
</tr>
<tr>
<td>NATIONAL PROSECUTING AUTHORITY</td>
<td>D</td>
<td>21 – 27</td>
</tr>
<tr>
<td>NATIONAL TREASURY</td>
<td>E</td>
<td>28 – 31</td>
</tr>
<tr>
<td>OFFICE OF THE CHIEF JUSTICE</td>
<td>F</td>
<td>32 – 40</td>
</tr>
<tr>
<td>PUBLIC WORKS AND INFRASTRUCTURE</td>
<td>G</td>
<td>41 – 44</td>
</tr>
<tr>
<td>SOCIAL DEVELOPMENT</td>
<td>H</td>
<td>45 – 46</td>
</tr>
<tr>
<td>TRADE AND INDUSTRY</td>
<td>I</td>
<td>47 - 50</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE STATE</td>
<td>J</td>
<td>51</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>K</td>
<td>52 – 59</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>L</td>
<td>60 – 100</td>
</tr>
<tr>
<td>NORTH WEST</td>
<td>M</td>
<td>101</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>N</td>
<td>102 - 114</td>
</tr>
</tbody>
</table>
ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS

Please forward your application, quoting the relevant reference number, to the Department of Agriculture, Forestry and Fisheries, Directorate: Human Resources Management for attention of Mr C. Mathebula, Private Bag X250, Pretoria, 0001 or hand deliver at Department of Agriculture, Forestry and Fisheries, Agriculture Place Building Reception, 20 Steve Biko Street (Formerly Beatrix Street), Arcadia, Pretoria.

CLOSING DATE

24 January 2020

NOTE

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 01/01

STATE VETERINARIAN

REF NO: 37/2019 (X4 POSTS)

Directorate: Animal Health

SALARY

R733 257 per annum (all inclusive package)

CENTRE

Pretoria

REQUIREMENTS

Appropriate Bachelor of Veterinary Science (BVSc/BVMCh) degrees and must be registered with the South African Veterinary Council as a veterinarian (copy of SAVC registration certificate, as well as a copy of proof that payment for registration is up to date, must be attached to the application). Applicant must have applicable experience and sound knowledge of the Animal Diseases Act and the Meat Safety Act, with special reference to risk management. Good verbal and written communication and must be computer literate (MS Word, MS Excel and MS Outlook). Must be in possession of a valid driver’s licence.

DUTIES

The incumbent will be responsible for the following duties: Facilitation of the export of animals and animal products by: communicating with foreign veterinary counterparts. Taking part in market access working groups and partnership forums and hosting foreign delegations (including arrangement of visits) Completing veterinary questionnaires received from prospective and existing trade partners. Drafting export guidelines and manuals in accordance with SA legislation and international standards. Obtaining import requirements from trade partners and negotiating export health certificates. Risk analysis (Import of animal and animal products): drafting and evaluating of questionnaires. Conducting risk assessments and determining risk mitigation measures. Risk management including illegally imported consignments and attending to enquiries related to detained consignments. Development, analysis and verification of standards.
and guidelines for the establishment and management of facilities approved for the import and export of various animals and animal products. Monitoring disease information published by the World Organisation for Animal Health (the Office International Des Epizooties (OIE)) and placing and lifting of restrictions on trade of animals or animal products deemed to pose a significant risk to the health of humans or animals. Drafting, reviewing and updating of import protocols, veterinary import permits and veterinary health certificates and signing of veterinary import permits for certain commodities. Contribution to policy formulation. Communication, liaison and supplying information regarding the import and export requirements for animal and animal products. Participation in local, regional and international standard setting bodies. Bilateral and multilateral exchange networks. Liaison with foreign governments. Engagement with the private sector and interaction with relevant industries. Communication with other departments, directorates and embassies. Other stakeholders, role players and members of the public. Management of personnel and resources.

ENQUIRIES

NOTE:

In terms of the departmental employment equity targets, priority will be given to African Males & Females, Coloured Males & Females and people with disabilities.

POST 01/02
STATE VETERINARIAN REF NO: 40/2019
Directorate: Animal Health

SALARY
R733 257 per annum (all inclusive package)

CENTRE
Pretoria

REQUIREMENTS
Appropriate Bachelor of Veterinary Science (BVSc/BVMCh) degree and must be registered with the South African Veterinary Council as a veterinarian. Applicant must have applicable experience in a State Veterinary environment, laboratories and research. Sound knowledge of controlled and notifiable diseases. Experience in risk analysis within the Veterinary field, internal auditing and technical assessing would be a benefit. Good verbal and written communication and must be computer literate (MS Word, MS Excel and MS Outlook). Must be in possession of a valid driver’s licence.

DUTIES
The incumbent will be responsible for the following duties: Manage laboratory evaluations, manage biosecurity/biosafety level evaluation program of laboratories and research facilities. Evaluate the use of World Organisation for Animal Health (the Office International Des Epizooties (OIE)) accepted veterinary diagnostics methods for controlled diseases. Interact and communicate with Reference laboratories, laboratories and relevant stakeholders on laboratory issues. Provide a general epidemiological function. Risk analysis of controlled and notifiable animal diseases.

ENQUIRIES
Dr M. De Klerk Tel No: (012) 319 7412

NOTE:
In terms of the departmental employment equity targets, priority will be given to African Males & Females, Coloured Males & Females and people with disabilities.

POST 01/03
STATE VETERINARIAN REF NO: 38/2019
Directorate: Animal Health

SALARY
R733 257 per annum (all inclusive package)

CENTRE
Pretoria

REQUIREMENTS
Appropriate Bachelor of Veterinary Science (BVSc/BVMCh) degrees and must be registered with the South African Veterinary Council as a veterinarian (copy of SAVC registration certificate, as well as a copy of proof that payment for registration is up to date, must be attached to the application). Applicant must have applicable experience and sound knowledge of Animal Health legislation and animal disease control with special reference to state controlled and vector borne diseases. Good verbal and written communication and must be computer literate (MS Word, MS Excel and MS Outlook). Must be in possession of a valid driver’s licence.

DUTIES
The incumbent will be responsible for the following duties: Develop and formulate policies, norms, standards and legislation for the prevention and control of animal diseases as well as the implementation and (law) enforcement of the Animal Disease Act 35 of 1984 and accompanying Regulations – including the liaison with relevant role-players and stakeholders. Contribute to an efficient and comprehensive risk analysis service with regard to animal diseases (risk assessments, risk management and risk communication) – including the development and facilitation of specific animal disease surveillance programmes and contingency plans. Co-ordinate, administers, facilitate,
analyse and amend all Animal Health Schemes, including bovine tuberculosis, bovine brucellosis and any other future proposals. Liaise with Sub-directorate: Epidemiology regarding programmes and databases for animal disease control and surveillance. Monitor and analyse legislation with relevance to Animal Health and Animal Diseases Control, liaise with Legal Services as required and prepare the authorisations of officials under the Animal Diseases Act. Prepare amendments to the Animal Diseases Act and Regulations and advise regarding all legal implications of animal disease control measures. Co-ordinate law enforcement and other legal activities with regard to animal disease control. Monitor and analyse World Organisation for Animal Health (the Office International Des Epizooties (OIE)), Codex and Sanitary and Phytosanitary (SPS) agreements for possible impacts on animal disease control in South Africa and make inputs to the response to international questionnaires regarding animal disease control matters.

ENQUIRIES : Dr M. Bronkhorst Tel No: (012) 319 7481
NOTE : In terms of the departmental employment equity targets, priority will be given to African Males & Females, Coloured Males & Females and people with disabilities.

POST 01/04 : ANIMAL HEALTH TECHNICIAN REF NO: 41/2019
Directorate: Animal Health

SALARY : R316 791 per annum
CENTRE : Skukuza
REQUIREMENTS : Appropriate Degree or National Diploma in Animal Health with Animal Diseases as a major subject and must be registered with the South African Veterinary Council as an Animal Health Technician. (Please include a copy of complete academic record/transcript with your application). Must have fire arms (Handguns and Rifles) competency certificate. Meat examiners certificate is essential. Competency in Wildlife handling, animal tracking and field navigation as well as experience in working in a Big 5 area. Good verbal and written communication. Must be computer literate (MS Packages). Must be in possession of a valid driver’s licence code EB.

DUTIES : The incumbent will be responsible for the following duties: Animal disease surveillance, detection and monitoring. Animal disease containment and control, including animal and animal products movement control (permits). Plan and implement disease control measures. Provide assistance with applied wildlife disease investigations and research. Provide assistance with laboratory and diagnostic services. Provide a veterinary public health inspection service in the field during culling operations. Provide assistance with veterinary clinical services. Manage basic administrative duties.

ENQUIRIES : Dr L. Van Schalkwyk Tel No: (013) 735 5642/ (013) 735 9028
NOTE : In terms of the departmental employment equity targets, priority will be given to African Females, Coloured Males & Females, Indian Females and people with disabilities.

POST 01/05 : ANIMAL HEALTH TECHNICIAN REF NO: 39/2019 (X4 POSTS)
Directorate: Animal Health

SALARY : R316 791 per annum
CENTRE : Lephalale/Musina/Hectorspruit/Piet Retief
REQUIREMENTS : Appropriate Degree or National Diploma in Animal Health and must be registered with the South African Veterinary Council as an Animal Health Technician. (Please include a copy of complete academic record/transcript with your application). Must have fire arms (handguns and rifles) competency certificate. Meat examiners certificate is essential. Wildlife handling and animal tracking experience. Managerial experience will be an advantage. Good verbal and written communication. Must be in possession of a valid driver’s licence code EB.

DUTIES : The incumbent will be responsible for the following duties: Assist in the maintenance, repair and construction of international border disease control fences between Namibia, Botswana, Zimbabwe, Mozambique and Swaziland. Plan and implement disease control measures. Supervise Tradesman Aids in the maintenance, repair and construction of border disease control fences to prevent animal movement across the fence. Inspect and patrol the borders disease control fence for any breakages. Report any animal movement across the fence and determine possible contact with local animals for disease control purpose. Ensure the border disease control fence is clear from grasses, scrub and trees to avoid shortages on electric fences. Be willing to assist in the control
of stray buffaloes. Ordering of fencing equipment and material for the fence maintenance. Assist in the compiling of the national budget for the maintenance and repairs of the animal disease fences and patrol roads as well as construction of new fences. Assist with tenders, contracts and specification for fence maintenance, construction and repairs as well as build and upgrade of patrol roads. Provide animal quarantine services. Assist in the co-ordination and implementation of technical disease control measures/actions and campaigns in South Africa were infections animal disease outbreaks occurred. Liaise with animal disease fence personnel, local farmers, SAPS, SANDF, cross-border farmers and security forces as well as engineering section and perform related administrative duties.

ENQUIRIES:
Dr M. Bronkhorst Tel No: (012) 319 7481

NOTE:
In terms of the departmental employment equity targets, priority will be given to African Females, Coloured Males & Females, Indian Females and people with disabilities.
OTHER POSTS

POST 01/06

SENIOR IT TECHNICIAN REF NO: UTVET/SNR/IT/2019

SALARY: R316 791 per annum (Level 8) plus benefits
CENTRE: Pietermaritzburg
REQUIREMENTS: A recognised Information Technology Diploma or relevant qualification including Comptia A+ N+, Microsoft Certified Systems Engineer (MCSE)/Microsoft Certified Systems Administrator(MCSA) certificate, Cisco Certified Network Associate (CCNA) certificate, Code B driver’s license. 3-5 years’ experience in an IT environment working in a similar position. Added Advantage: Cisco Certified Network Professional (CCNP)
ENQUIRIES: Miss N Jula at Tel No: (033) 816 8619
APPLICATIONS: Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to the Central Office, 47 Prince Alfred Street (Security Office – covered parking), Pietermaritzburg, 3201.
NOTE: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications and academic records, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments) together with a SAPS 91a fingerprints form available at your nearest police station. Applications must be submitted in envelopes clearly indicating the post being applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondance will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.
CLOSING DATE: 24 January 2020 at 10h00

POST 01/07

SCHOOL ADMINISTRATOR REF NO: TNC/CO/19-12/1

SALARY: R173 703 per annum (Level 05) plus benefits as applicable in the Public service.
CENTRE: Pretoria
DUTIES: Provide administrative support services. Capture and update data on the ITS system. Generate spreadsheets. Generate and update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and authenticity. Compile routine statistical information/reports. Receive, register and track records/documents. Capture routine transactions on the computer such as the transfer of information from
manual records to electronic documents. Administer student attendance and mark sheets on the system. Provide routine and administrative maintenance services. Update and file records. Prepare, retrieve and submit reports. Maintain the student administration database. Ability to meet set timelines.

**ENQUIRIES**: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

**APPLICATIONS**: Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

**NOTE**: Applications must be submitted on form Z83 obtained from schools, colleges or government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

**CLOSING DATE**: 27 January 2020 at 12:00

**POST 01/08**: BURSARY ADMINISTRATION CLERK REF NO: TNC/CO/19-12/2

**SALARY**: R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

**CENTRE**: Pretoria

**REQUIREMENTS**: A Grade 12/NCV Level 4 in Applied Accounting/Management/Financial Management/N6 Financial Management. 1 years working experience within the finance/accounting environment. A Management Assistant/End User Computer qualification would be an added advantage. Sound interpersonal relations. Accuracy. Attention to detail. Flexibility. Teamwork orientation. Aptitude with figures. Computer skills (accounting systems, as well as MS Word, Excel and PowerPoint). The ability to perform routine tasks without supervision. Planning and organizing skills. Good verbal and written communication skills. Basic numeracy skills. Analytical skills. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to demonstrate an understanding of student needs. Sound human relations with clients. Ability to meet set timelines.

**DUTIES**: Render administrative support to the Bursary Office. Issue/receive/administer bursary applications from different schemes (NSFAS/GCRA/SETAs and private bursaries). Issue and receive Sops (forms student use to claim from bursary schemes) from both NC(V) and Nated (Report 191). Evaluation and audit forms one by one, edit identified errors with students and advise students on how to complete forms correctly and attach the relevant required documents. Prepare and capture all forms on a control spreadsheet and sort them accordingly (Record Management). Keep daily register of students collecting and submitting applications, Sops and queries for attention of the campus Bursary Administration Officer and Management. Conduct office satisfaction surveys.

**ENQUIRIES**: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940

**APPLICATIONS**: Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

**NOTE**: Applications must be submitted on form Z83 obtained from schools, colleges or government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.
Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

CLOSING DATE : 27 January 2020 at 12:00

POST 01/09 : SUPPLY CHAIN CLERK (LOGISTICS) REF NO: TNC/CO/19-12/3

SALARY : R173 703 per annum (Level 05) plus benefits as applicable in the Public Service
CENTRE : Pretoria
REQUIREMENTS : A Grade 12. A three-year National diploma/Bachelor’s degree in Public Administration/Financial Management/Supply Chain Management or equivalent qualification. Basic knowledge in supply chain management/procurement Computer literate with Excel and Word. Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Good organisational and administrative skills, excellent analytical skills, verbal and writing skills, with a high degree for confidentiality. Ability to work under pressure, long hours and willingness to travel. A valid driver’s license will be added advantage.

DUTIES : Responsible for the expediting, goods and services of the College procurement. Verify orders for goods. Assist with audit queries. Verifying requisitions for payment. Update and ensure the maintenance of the register of suppliers. Ensuring that all documents are filed according to prescribed methods.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940
APPLICATIONS : Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE : Applications must be submitted on form Z83 obtained from schools, colleges or government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

CLOSING DATE : 27 January 2020 at 12:00

POST 01/10 : SENIOR SUPPLY CHAIN CLERK (ACQUISITION) REF NO: TNC/CO/19-12/4

SALARY : R173 703 per annum (Level 05) plus benefits as applicable in the Public Service
CENTRE : Pretoria
REQUIREMENTS : A Grade 12. A three-year National diploma/Bachelor’s degree in Public Administration/Financial Management/Supply Chain Management or equivalent
qualification. Basic knowledge in supply chain in supply chain management/procurement, Computer literate with Excel and Word. Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Understanding and interpretation of applicable system and Central Supplier Database (CSD). Good organisational and administrative skills, excellent analytical skills, verbal and writing skills, with a high degree for confidentiality. Ability to work under pressure, long hours and willingness to travel. A valid driver’s license will be added advantage.

**DUTIES**

Responsible for the procurement of all College goods and services. Generate orders for the procurement of goods and services. Receive requests from end users. Maintain goods register. Give feedback on progress to the end user regarding the submitted request for goods and services. Coordinate review and source quotations from service providers in the database according to the threshold values determined by the National Treasury. Provide secretarial support to all bid committees (BSC, BEC and BAC) and ensure minutes are timely distributed. All official communication to Bidders (successful & unsuccessful letters). Understanding and interpretation of applicable system and Central Supplier Database (CSD). Good organisational and administrative skills, excellent analytical skills, verbal and writing skills, with a high degree for confidentiality. Ability to work under pressure, long hours and willingness to travel. A valid driver’s license will be added advantage.

**ENQUIRIES**

Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

**APPLICATIONS**

Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

**NOTE**

Applications must be submitted on form Z83 obtained from schools, colleges or government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

**CLOSING DATE**

27 January 2020 at 12:00

**POST 01/11**

SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/CO/19-12/5

**SALARY**

R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

**CENTRE**

Pretoria

**REQUIREMENTS**

A Grade 12 certificate/NCV level 4 Certificate in Office Administration or Generic Management. A National Diploma (Secretarial/Management Assistant) or equivalent tertiary qualification. Fully conversant in at least two national languages of which English is a requirement. A friendly disposition with outstanding interpersonal, communication and organizational skills. Computer literate and proficient in MS-Office. The candidate should be assertive and able to liaise on all levels.

**DUTIES**

To render secretariat support to the Campus Manager. Receive visitors on behalf of the Campus Manager. Receive Telephone calls in addition to the Campus Manager’s calls. Type documents and manage telephone calls, record messages and communicate the messages to the Campus Manager. Manage Campus Managers diary and compile realistic schedule of appointments. Serve as a secretary for meetings by preparing invites, agendas and minutes. Collect, analyses and compile monthly management reports. Develop and implement an efficient filing system, receive record and distribute all in-coming and outgoing document. Ensure effective flow of documents to and from the office of the Campus Manager. Peruse agendas and meeting documents to identify the relevant documents that need the Campus Manager’s Attention. Obtain the necessary signatures on document. Prepare briefing notes for the manager as required.
Coordinates logistical arrangements for the meetings when required. Remain up to date with regard to policies and procedures applicable to her work to retain, ensure efficient and effective support to Campus Manager. Remains abreast with the procedures and processes that apply in the office of the Campus Manager. Making requisitions of Campus Managers office need.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

APPLICATIONS : Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE : Applications must be submitted on form Z83 obtained from schools, colleges or government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

CLOSING DATE : 27 January 2020 at 12:00

POST 01/12 : SENIOR SUPPLY CHAIN CLERK (ACQUISITION) REF NO: TNC/CO/19-12/6
(Fixed Term of 12 Months Contract)

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

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate/NCV level 4 Certificate in Office Administration or Generic Management. A National Diploma (Secretarial/Management Assistant) or equivalent tertiary qualification. Fully conversant in at least two national languages of which English is a requirement. A friendly disposition with outstanding interpersonal, communication and organizational skills. Computer literate and proficient in MS-Office. The candidate should be assertive and able to liaise on all levels.

DUTIES : Responsible for the procurement of all College goods and services. Generate orders for the procurement of goods and services. Receive requests from end users. Maintain goods register. Give feedback on progress to the end user regarding the submitted request for goods and services. Coordinate review and source quotations from service providers in the database according to the threshold values determined by the National Treasury. Provide secretarial support to all bid committees (BSC, BEC and BAC) and ensure minutes are timely distributed. All official communication to Bidders (successful & unsuccessful letters).

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940

APPLICATIONS : Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE : Applications must be submitted on form Z83 obtained from schools, colleges or government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African
Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

**CLOSING DATE** : 27 January 2020 at 12:00

**POST 01/13** : CURRICULUM ADMINISTRATOR REF NO: TNC/CO/19-12/7 (Fixed Term of 12 Months Contract)

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

**CENTRE** : Pretoria

**REQUIREMENTS** : A minimum of L4 Office Administration or N6 Management Assistant/Public Management Certificate. One (1) year relevant experience including Internship or Learnership. Special requirements: Knowledge and experience in administrative duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the administrative service provided to the curriculum team. Computer literate. Knowledge of Word, Excel and Power point. Analytical and innovative thinking ability as well as problem solving and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to work in a decentralized environment. Presentability and high degree of etiquette. Ability to work within a team. Ability to analyse documents and situations.

**DUTIES** : Provide administrative support service to the Curriculum Office. Provide logistical support to the Curriculum regarding meetings. Type routine notes, memos, letters, reports and transcript thereof as needed, sending and receiving of emails. Communication Service, receive telephone calls and refer to the relevant role players. Operate office equipment and ensure that they are in a good working order. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Ensure that documents are forwarded for registration and filing and distribution Office Administration keeping and updating of the computerised diary for the curriculum team. Arrange travel, accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Should you have enquirers or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

**APPLICATIONS** : Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

**NOTE** : Applications must be submitted on form Z83 obtained from schools, colleges or government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.
POST 01/14: MARKETING ADMINISTRATION CLERK REF NO: UTVET/MARK/ADMIN/2019

SALARY: R173 703 per annum (Level 5) plus benefits
CENTRE: Pietermaritzburg

DUTIES: Provide information of college programmes to general public and schools. Travel to schools to conduct college presentations. Answer enquires about all courses and programmes offered at the College both telephonically and face-to-face. Set up and man all College exhibitions stands. Design PowerPoint presentations. Communicate with all target markets. Organise and attend College functions. Assist in the designing of all college promotional material.

ENQUIRIES: Miss N Jula at Tel No: (033) 816 8619
APPLICATIONS: Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to the Central Office, 47 Prince Alfred Street (Security Office – covered parking), Pietermaritzburg, 3201.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications and academic records, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments) together with a SAPS 91a fingerprints form available at your nearest police station. Applications must be submitted in envelopes clearly indicating the post being applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE: 27 January 2020 at 12:00

POST 01/15: HUMAN RESOURCE ADMINISTRATION CLERK REF NO: UTVET/HR/ADMIN/2019

SALARY: R173 703 per annum (Level 5) plus benefits
CENTRE: Pietermaritzburg

DUTIES: Implement prescribed leave administration processes within the College. Ensure that leave forms are properly recorded, captured and filled. Monitor the submission of attendance registers. Compile monthly leave compliance reports. Process monthly capturing of payroll. Ensure tax compliance deadlines are adhered to. Compile monthly reconciliation reports. Provide general clerical support to the HR Division.

ENQUIRIES: Miss N Jula at Tel No: (033) 816 8619
APPLICATIONS: Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to the Central Office, 47 Prince Alfred Street (Security Office – covered parking), Pietermaritzburg, 3201.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications and academic records, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments) together with a SAPS 91a fingerprints form available at your nearest police station. Applications must be submitted in envelopes clearly indicating the post being applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE: 24 January 2020 at 10h00
applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE : 24 January 2020 at 10h00

POST 01/16 : ADMINISTRATION CLERK REF NO: UTVEST/ADMIN/2019

SALARY : R173 703 per annum (Level 5) plus benefits

CENTRE : Pietermaritzburg

REQUIREMENTS : Grade 12 qualification plus N6 Certificate in Management Assistant or other related qualification together with 18 months relevant work experience. Must be computer literate and proficient in MS Office packages. Ability to ensure confidentiality, respect and honesty. Driver’s License. Strong interpersonal and communication skills. Strong telephone etiquette skills. Added Advantage: A recognised Diploma in Management Assistant or other related qualification. Knowledge of Coltech.

DUTIES : Render general administrative support to the campus. Handle and direct queries. Record, organise, capture and retrieve correspondence. Make photocopies, distribute documents and or packages. Conduct reception operator duties. Capturing of data on Coltech and assisting with student registration duties as delegated. Update register and statistics of students.

ENQUIRIES : Miss N Jula at Tel No: (033) 816 8619

APPLICATIONS : Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to the Central Office, 47 Prince Alfred Street (Security Office – covered parking), Pietermaritzburg, 3201.

NOTE : Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications and academic records, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments) together with a SAPS 91a fingerprints form available at your nearest police station. Applications must be submitted in envelopes clearly indicating the post being applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE : 24 January 2020 at 10h00

POST 01/17 : SWITCHBOARD OPERATOR (RECEPTIONIST) REF NO: TNC/CO/19-12/8 (2 POSTS)

SALARY : R127 854 per annum (Level 04) plus benefits as applicable in the Public Service

CENTRE : Pretoria

REQUIREMENTS : Grade 12 Certificate or NCV level 4 certificate in Office Administration. Work experience/exposure as a switchboard operator or as a Receptionist. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adhere to Batho Pele principles, telephone etiquette adequate, good interpersonal relations. Computer Literacy (knowledge of MS packages).


ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.
APPLICATIONS: Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE: Applications must be submitted on form Z83 obtained from schools, colleges or government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

CLOSING DATE: 27 January 2020 at 12:00
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA’s primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

APPLICANTS: Please forward your application, quoting the relevant reference number, to the emails provided for each post.

CLOSING DATE: 27 January 2020 at 16:00

NOTE: All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers’ licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

POST 01/18: DEPUTY DIRECTOR-GENERAL: TECHNICAL SUPPORT SERVICES REF NO: HR/DDG/TSS/01

SALARY: R1 521 591 – R1 714 074 per annum (Total Cost Package per annum)

CENTRE: MISA Head Office (Centurion)


DUTIES: The successful candidate will perform the following duties: Coordinate the provision of technical support and assistance to municipalities in conducting infrastructure assessment and analysis. Coordinate the provision of technical support and expertise to municipal infrastructure delivery, planning, maintenance and land use management services with relevant stakeholders. Coordinate the development of technical skills to support the delivery of municipal infrastructure programmes.

ENQUIRIES: Ms Nommiselo Mtiny/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379
APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR.DDGTS01@MISA.gov.za

POST 01/19

CHIEF DIRECTOR: INFRASTRUCTURE FINANCING
REF NO: HR/CD/IF/02

SALARY: R1 251 183 – R1 495 956 per annum (Total Cost Package per annum)

CENTRE: MISA Head Office (Centurion)


DUTIES: The successful candidate will perform the following duties: Ensure the Department of Cooperative Governance and MISA support municipalities on infrastructure and service delivery through market development strategies including: a) The development of a credible project pipeline; b) Strategies and mechanisms for funding and financing, together with Concessional Debt, Front loading municipal grant allocations, etc. and in facilitating DFI contributions in funding municipal infrastructure; c) Leveraging the fiscal system, the National Infrastructure Fund and other funds; d) Mobilising Private Sector Participation to invest in municipal infrastructure. Establish a streamlined approach that enables municipalities to access debt capital markets, supported by technology and empirical information that the Chief Directorate will create to remove information asymmetry and create transparency in the market. Support and oversee the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant, and other infrastructure grants to municipalities, ensuring improved quality spending of the grant and desired development outcomes. Engage and collaborate with the National Treasury and other partners to develop innovative models to mobilise private sector investments in municipal infrastructure.

ENQUIRIES: Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379

APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR.CD/IF02@MISA.gov.za

POST 01/20

DIRECTOR: INFRASTRUCTURE FINANCING
REF NO: HR/D/IF/03

SALARY: R1 057 326 – R1 245 495 per annum (Total Cost Package Per annum)

CENTRE: MISA Head Office (Centurion)


DUTIES: The successful candidate will perform the following duties: Coordinate the process to develop innovative models and engage financial institution/funders and National Treasury for private sector investment in municipal infrastructure. Coordinate the development of mechanisms for alternative funding and service delivery technology. Participate in the development and review of Municipal infrastructure Grant and other Infrastructure Grand Policies. Manage the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant. Manage the
implementation of appropriate capital programme management capacity within municipalities.

ENQUIRIES: Ms Nommiselo Mntini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379
APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR.DIF03@MISA.gov.za

POST 01/21
DIRECTOR: PROJECT MANAGEMENT AND COORDINATION REF NO: HR/D/PMC/04

SALARY: R1 057 326 – R1 245 495 per annum (Total Cost Package Per annum)
CENTRE: MISA Head Office (Centurion)

DUTIES: The successful candidate will perform the following duties: Provide strategic direction to the Directorate: Project Management and Coordination. Support municipal project conceptualization, planning, implementation, and operation and maintenance. Ensure and account on alignment and coordination of planning initiatives across the different levels of government. Develop and support the implementation including improvement of project management methodologies, tools and standards. Ensure the utilization by stakeholders of the information management system (MIS) adopted by MISA. Develop management strategies coordination of inter-governmental structures and communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project. Account on the implementation of nine (9) + (1) one project management knowledge areas. Ensure project performance using appropriate systems, tools and techniques. Create a Centre of excellence by providing leadership, best practices, research, support and/or training for a focus area. Solicitation and consolidation of reports from MISA and service delivery sector departments. Responds to market and business changes that affect the project and business.

ENQUIRIES: Ms Nommiselo Mntini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379
APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR.DPMC04@MISA.gov.za

OTHER POSTS

POST 01/22
ASSISTANT PROVINCIAL MANAGER REF NO: HR/APM/05 (X9 POSTS)

SALARY: R733 257 – R863 748 per annum (Total cost package Per annum)
CENTRE: Gauteng, Mpumalanga, Western Cape, Eastern Cape, Free State, KwaZulu Natal, Northern Cape, Limpopo and North West.

DUTIES

The successful candidate will perform the following duties: Provide support to MISA Provincial Manager in a province. Manage and maintain relationships with key stakeholders. Manage the Technical Support Plans to municipalities in a province. Monitoring and reporting of technical support activities in line with MISA’s monitoring and evaluation framework. Report, manage and mitigate the identified risks within MISA.

ENQUIRIES

Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379

APPLICATIONS

Please forward your application, quoting the relevant reference number, to HR.APM05@MISA.gov.za

POST 01/23

TOWN PLANNER REF NO: HR/TP/06

SALARY

R618 732 – R939 621 per annum (Total Cost Package per annum) (OSD)

CENTRE

Northern Cape

REQUIREMENTS


DUTIES


ENQUIRIES

Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379

APPLICATIONS

Please forward your application, quoting the relevant reference number, to HR.TPLN06@MISA.gov.za

POST 01/24

SENIOR ADMINISTRATIVE OFFICER REF NO: HR/SAO/07

SALARY

R316 791 – R373 167 per annum

CENTRE

MISA Head Office (Centurion)

REQUIREMENTS


DUTIES

The successful candidate will perform the following duties: Administratively coordinate activities to ensure a seamless flow of information. Enable the office to timeously respond to the demands of the stakeholders. Assist the Chief Directorate in ensuring that well researched and reliable information is reported. Timeously alert the Chief Directorate on matters affecting the optimal functioning of the office. Consolidate input documents into high level executive summary with a view to fast track decision making process. Assist the Chief Directorate to administer confidential matters. Handle all procurement matters of the office. Disseminate information to all stakeholders as and when required.
ENQUIRIES: Ms Nommiselo Mtini/Ms Fulufhele Museisi Tel No: (012) 848 5305/5379
APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR.SAO07@MISA.gov.za
ANNEXURE D

NATIONAL PROSECUTING AUTHORITY

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

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

CLOSING DATE: 27 January 2020

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

ERRATUM: Kindly note that the post of Court Preparation Officer, CPP: Wynberg with Ref No: Recruit 2019/447 and Personal Assistant, DPP: Cape Town with Ref No: Recruit 2019/464 with closing date of 24 December 2019 advertised in Public Service Vacancy Circular 44 dated 6 December 2019 has been withdrawn.

MANAGEMENT ECHELON

POST 01/25: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/01

Sexual Offences and Community Affairs

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

CENTRE: Cape Town

REQUIREMENTS: A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation, advocacy and prosecution. In depth and extensive knowledge of the law and management in respect of Sexual Offences, Domestic Violence, Child Offenders and Maintenance matters and Human Trafficking. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Knowledge of Sexual Offences and management of Gender based violence and all legal framework governing the management of Gender Based Violence. Skills in community engagement and consultation on criminal justice matters. Positive security clearance. Good interpersonal, analytical, presentation and communication skills.
**DUTIES**

Manage and oversee the implementation of the SOCA mandate in the province. Provide strategic leadership in the province on issues of Gender Based Violence. Map out strategic objectives. Oversee resources and align them to strategic objectives. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and cluster satisfaction in conjunction with partners in the criminal justice system. Train and advice prosecutors and police on the investigation and prosecution of complex sexual offences, domestic violence and child justice cases. Human trafficking and maintenance. Do legal research and keep up to date with legal requirements. Improve the successful prosecution in cases of violence against women and children. Systematic reduction of secondary victimization within the criminal justice system as experienced by victims of crimes of violence and indecency against women and children. Improve the age appropriate management of young offenders and increase diversion of child offenders from the criminal justice process ensuring their exposure to rehabilitation as opposed to solely punitive programs. To ensure access to child support and thus deal with the feminisation of poverty.

**ENQUIRIES**

George Maphutuma Tel No: (012) 845 6170

**APPLICATIONS**

E-mail: Recruit202001@npa.gov.za

**POST 01/26**

DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/02
National Prosecutions Service

**SALARY**

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

**CENTRE**

DPP: South Gauteng (Johannesburg) (STU)

**REQUIREMENTS**

A recognised four-year legal qualification. At least ten years’ post qualification legal experience. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion/avoidance, commercial crimes, fraud and related matters. Sound knowledge of the Income Tax Act, Vat Act, Customs and Excise Act. Admission as an Attorney and/or Advocate will be an added advantage. Sound knowledge and understanding of SARS functions and financial or accounting background. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Strong organisational and leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management.

**DUTIES**

Manage portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters in the High Court, the Highest Court of Appeal and Constitutional Court. Studying and researching law, enquiring and docketing relating to crimes and advising and deciding thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictment, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Study appeal and reviews, prepare opinions and heads of arguments in court. Study appeals and reviews, prepare opinions and heads of argument and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records of all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Manage the division in the absence of the Director. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compiling reports and entering into correspondence on matters and activities pertaining to the office, draft legislation and personnel.

**ENQUIRIES**

Sydwell Namuhuchu Tel No: (011) 220 4005

**APPLICATIONS**

E-mail: Recruit202002@npa.gov.za

**OTHER POSTS**

**POST 01/27**

COURT PREPARATION OFFICER
National Prosecutions Service

**SALARY**

R257 508 per annum (Level 7) (Excluding Benefits)

**CENTRE**

CPP: Johannesburg Ref No: Recruit 2020/03 (X2 posts)
DPP: South Gauteng (Johannesburg) Ref No: Recruit 2020/04 (X2 posts)
CPP: Middelburg (Ermelo) Ref No: Recruit 2020/05
(Elukwatini/Eerstehoek) Ref No: Recruit 2020/06
CPP: Upington Ref No: Recruit 2020/07
CPP: Kimberley (De-Aar) Ref No: Recruit 2020/08
CPP: Upington (Springbok) Ref No: Recruit 2020/09 (X2 posts)
CPP: Nelspruit (Mhala) Ref No: Recruit 2020/10
CPP: Wynberg (Worcester) Ref No: Recruit 2020/23

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

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

ENQUIRIES
CPP: Johannesburg & DPP: South Gauteng Sydwell Namuhuchu Tel No: (011) 220 4005
CPP: Middelburg & CPP: Nelspruit Gift Chiloane Tel No: (013) 045 0623
CPP: Upington & CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
CPP: Wynberg Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS
CPP: Johannesburg E-mail: Recruit202003@npa.gov.za
DPP: South Gauteng (Johannesburg) E-mail: Recruit202004@npa.gov.za
CPP: Middelburg (Ermelo) E-mail: Recruit202005@npa.gov.za
(Elukwatini/Eerstehoek) E-mail: Recruit202006@npa.gov.za
CPP: Upington E-mail: Recruit202007@npa.gov.za
CPP: Kimberley (De-Aar) E-mail: Recruit202008@npa.gov.za
CPP: Upington (Springbok) E-mail: Recruit202009@npa.gov.za
CPP: Nelspruit (Mhala) E-mail: Recruit202010@npa.gov.za
CPP: Wynberg (Worcester) E-mail: Recruit202023@npa.gov.za

POST 01/28
PERSONAL ASSISTANT REF NO: RECRUIT 2020/25
National Prosecutions Service

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

CENTRE
CPP: Cape Town

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

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

ENQUIRIES
Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS
Email: Recruit202025@npa.gov.za

POST 01/29
ADMINISTRATIVE CLERK
National Prosecutions Service

SALARY
R173 703 per annum (Level 5) (Excluding Benefits)

CENTRE
CPP: East Rand Ref No: Recruit 2020/11 (X2 posts)
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Ensure compliance with NPA policies and guidelines and all other relevant prescripts. Provide case administration services. Ensure that incoming correspondence case types assigned to the litigation and/or appeals section are processed, and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.

ENQUIRIES: CPP: East Rand & CPP: West Rand Khensane Manganye Tel No: (011) 220 4266
APPLICATIONS: CPP: East Rand E-mail: Recruit202011@npa.gov.za
CPP: West Rand E-mail: Recruit202012@npa.gov.za

POST 01/30: ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/24
National Prosecutions Service

SALARY: R173 703 per annum (Level 5) (Excluding Benefits)
CENTRE: CPP: Ladysmith
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Proficiency in typing—at least 50 words per minute (to be tested). Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Provide secretarial/receptionist support to the manager. Receive telephone calls and refer calls to the correct role players. Record appointments and events in the diary of the SPP and team of prosecutors in the cluster. Type documents for the manager and other staff within the unit on a word processor. Operate office equipment. Provide clerical support to the SPP and Prosecutors. Process the travel and subsistence claims for the unit. Record basic minutes of the meetings of the SPP where required. Draft routine correspondence and reports. Administer the leave registers. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationary and refreshments for the office. Collect all relevant documents to enable the SPP to prepare for meetings. Remain abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES: Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS: E-mail: Recruit202026@npa.gov.za

POST 01/32: LIBRARY ASSISTANT
National Prosecutions Service

SALARY: R173 703 per annum (Level 5) (Excluding Benefits)
CENTRE: DPP: South Gauteng (Johannesburg) Ref No: Recruit 2020/13
**REQUIREMENTS**
Grade 12 or equivalent qualification. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

**DUTIES**
Provide administrative support services. Prepare library material received from suppliers for exhibitions and process the return of unselected material. Order, procure and process library material with the ambit of supply chain management and asset management function. Select and prepare the library for processing purposes. Receive processed items and link to catalogue record on system. Verify correct labelling against bibliographic information. File returned library material. Provide support with setting up stock and stock taking. Render collection development services. Search for items for cataloguing on bibliographic databases. Sort and prioritise items for cataloguing. Sort returned library material by identification for filing, discard, repair, binding requirements. Update correct SLIMS records regarding asset allocation information. Circulate special collections and audio-visual material on short loan.

**APPLICATIONS**
DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753

**POST 01/33**
**LIBRARY ASSISTANT REF NO: RECRUIT 2020/14**
Information and System Management

**SALARY**
R173 703 per annum (Level 5) (Excluding Benefits)

**CENTRE**
Head Office Pretoria

**ENQUIRIES**
Malindi Botha Tel No: (012) 845 6660

**APPLICATIONS**
E-mail: Recruit202014@npa.gov.za

**POST 01/34**
**REGISTRY CLERK REF NO: RECRUIT 2020/15**
Information and System Management

**SALARY**
R173 703 per annum (Level 5) (Excluding Benefits)

**CENTRE**
Head Office Pretoria

**REQUIREMENTS**
Grade twelve (12) or equivalent qualification. Relevant training presented by the National Archives and Records Service will be an added advantage. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.

**DUTIES**
Managing the various duties within the registries such as sorting of documents, filing of documents, opening of new files, drawing of files on request, referencing of documents and starting and updating of index cards. Maintenance of files. Handle all internal and external audit general queries. Post table incoming mail and outgoing mail. Client service and support. Counter service.

**ENQUIRIES**
Lerita Pretorius Tel No: (012) 845 6640

**APPLICATIONS**
E-mail: Recruit202015@npa.gov.za

**POST 01/35**
**ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/16**
National Prosecutions Service

**SALARY**
R173 703 per annum (Level 5) (Excluding Benefits)

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

DUTIES: Manage vehicle fleet in the office. Coordinate the allocation of vehicle. Ensure that trip authorities are properly completed and authorized. Conduct vehicle inspection from time to time. Report stolen or missing items from the vehicle. Ensure that all vehicles have petrol cards. Assist with asset management in the office. Ensure verification, stock take and disposal are in line with asset management regulations. Ensure the barcoding of all new assets upon receipt. Monitor the completion of asset movement forms. Assist with the management of facilities in the office. Ensure full utilization of the building. Ensure the building is properly maintained. Liaise with suppliers. Assist with the compilation of reports in respect of Assets, Fleet and Facilities. Perform any work assigned to you relevant to the key functional areas. Render demand and acquisition clerical support. Liaise with customers and stakeholders. Conduct asset verification.

ENQUIRIES: Nicolas Mogongwa Tel No: (053) 807 4539
APPLICATIONS: E-mail: Recruit202016@npa.gov.za

POST 01/36: ADMINISTRATIVE CLERK
National Prosecutions Service

SALARY: R173 703 per annum (Level 5) (Excluding Benefits)
CENTRE: DPP: Kimberley Ref No: Recruit 2020/17
DPP: Pietermaritzburg Ref No: Recruit 2020/18 (X2 post)

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

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

ENQUIRIES: DPP: Kimberley Nicolas Mogongwa Tel No: (053) 807 453
DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS: PP: Kimberley: E-mail: Recruit202017@npa.gov.za
DPP: Pietermaritzburg E-mail: Recruit202018@npa.gov.za

POST 01/37: ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/19
National Prosecutions Service

SALARY: R173 703 per annum (Level 5) (Excluding Benefits)
CENTRE: DPP: Pietermaritzburg

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

DUTIES: Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within component. Provide financial administration support services in the component.

ENQUIRIES: Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS: Recruit202019@npa.gov.za
<table>
<thead>
<tr>
<th>POST 01/38</th>
<th>MESSENGER DRIVER REF NO: RECRUIT 2020/20</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R145 281 per annum (Level 4) (Excluding Benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures will be an added advantage. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver’s license.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Maintain an effective and efficient messenger service. Delivery and collection of documents in and around Gauteng. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Lerita Pretorius Tel No: (012) 845 6640</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>E-mail: <a href="mailto:Recruit202020@npa.gov.za">Recruit202020@npa.gov.za</a></td>
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<tr>
<th>POST 01/39</th>
<th>SWITCHBOARD OPERATOR REF NO: RECRUIT 2020/21</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R145 281 per annum (Level 4) (Excluding Benefits)</td>
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<tr>
<td>CENTRE</td>
<td>DPP: Mpumalanga (Nelspruit)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade twelve (12) or equivalent qualification. Knowledge of public service legislation. Good written and verbal communication skills. Knowledge in programs MS Word, Excel, PowerPoint and Outlook. Planning and organizing skills. Client orientation and customer focus.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Answer incoming calls. Keep staff extension number register up-to-date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Gift Chiloane Tel No: (013) 045 0623</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>E-mail: <a href="mailto:Recruit202021@npa.gov.za">Recruit202021@npa.gov.za</a></td>
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<th>POST 01/40</th>
<th>MESSENGER REF NO: RECRUIT 2020/22</th>
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<tr>
<td>SALARY</td>
<td>R122 595 per annum (Level 3) (Excluding Benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>DPP: Pietermaritzburg</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade twelve (12) or equivalent qualification. Ability to work independently and without close supervision. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Collect and distribute documents and mail to various offices and business units. Collect mail from the post office. Make photocopies as and when required. Operate office equipment. File correspondence/documents such as letters and reports on file on an ongoing basis. Record incoming documents on a daily basis. Transport passengers when necessary. Deliver documents/items when required.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Thabsile Radebe Tel No: (033) 392 8753</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>E-mail: <a href="mailto:Recruit202022@npa.gov.za">Recruit202022@npa.gov.za</a></td>
</tr>
</tbody>
</table>
CLOSING DATE: 27 January 2020 at 12:00 pm.
NOTE: Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line to the e-mail address mentioned below. No late applications will be accepted. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right not to fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 01/41: CHIEF PROCUREMENT OFFICER REF NO: S097/2019
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: Modernise the state procurement system to be fair, equitable, transparent, competitive and cost-effective. Enable an efficient, economic, effective and transparent utilisation of financial and other resources including state assets, to improve service delivery. Promote, support and enforce the transparent and effective management of state procurement and the sound stewardship of government assets and resources.

SALARY: R1 521 591 - R1 714 074 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An NQF level 8 (Honours) in Accounting/Management/Supply Chain Management/Finance. A Masters (NQF level 9) in Supply Chain Management qualification will be an added advantage. 8 - 10 years’ experience at a senior managerial level obtained in a large-scale public and private sector procurement institution. Knowledge and experience in strategic sourcing, contract administration, and business transformation acumen. Proven experience in successfully transforming and modernising procurement within a large public entity, multi-national corporation and/or government department. Experience with Oracle, SAP and/or other equivalent procurement systems. Proven experience in managing a broad variety of spend categories and an achievement in cost reduction strategies.

DUTIES: Some key outputs include: Improve performance and efficacy of the state procurement system: Enhance the national procurement framework, procurement architecture and regulations to be aligned and responsive to government policies. Enhance the state procurement system to address the development of small and medium enterprises (SMEs), public-private partnerships (PPPs), green procurement and sustainable procurement practices. Enhance procurement norms and standards, which includes select item codification, catalogues, category and commodity management. Establish a procurement research capability to support knowledge and information management, which will include procurement data analysis, market trends, forecasts, innovations, business intelligence, category management, classified spend data, process improvement and benchmarks. Improve governments interface with stakeholders (for example, ease of doing business with government, government policy, and strategic partners). Procurement governance, monitoring and compliance: Promote, monitor, assess and enforce compliance with established procurement measures, including procurement policies, regulations, norms and standards. Develop, implement and monitor procurement performance standards and measurement metrics (performance...
management system). Monitor the performance of state procurement in respect of achieving 'value for money' and service delivery. Monitor supplier performance. Develop and implement reporting and review systems for procurement-related information. Analyse procurement data to identify unacceptable trends, assist with recommendations and implement corrective measures. Investigate procurement systems and recommend improvements. Investigate complaints/accusations of procurement-related malpractices and facilitate interventions which may include cancellation of bid processes and/or initiation of disciplinary or criminal charges. Establish required organisational and governance structures, and strategic networks for improved collaboration, accountability and transparency. Strategic procurement for the Government of SA: Improve the performance and efficacy of the state procurement system as it pertains to strategic procurement, including capital projects, infrastructure and resources. Support the development of the state procurement system to address the development of small and medium enterprises (SMEs), green procurement and sustainable procurement practices. Modernise state procurement by leveraging information technology as it pertains to strategic procurement. Develop and implement a national procurement strategy and/or a framework for critical and high value procurement projects to drive efficiencies and continuous improvement across government. Manage the client interface with National Treasury for all complex, critical, high-value and/or high-risk procurement projects through their full project lifecycle. Contract management: Manage transversal and term contracts for common goods and services, critical materials and resources. Manage vendor selection, product selection, vendor management, tender processing and management, catalogue/vendor bulletin database management, management information, and quarterly Gazette publications. Procurement capacity development and client support: Develop and implement minimum competencies required to perform procurement functions in government, including processes for the vetting of procurement officers; and career-development practices for procurement officials to maximise their human potential. Develop and implement national interventions that will contribute to improved procurement capacity and performance. Promote and maintain a procurement culture that embodies professional integrity and ethics. Provide support to all stakeholders on procurement matters through advice, guidance and technical assistance.

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

POST 01/42: DEPUTY DIRECTOR-GENERAL: BUDGET OFFICE REF NO: S098/2019
Division: Budget Office (BO)
Purpose: Provide fiscal and budgetary policy advice, oversee preparation of National Budget, co-ordinate the Medium Term Expenditure Planning process, facilitate International Development Co-operation and regulate Public Private Partnership.

SALARY: R1 521 591 - R1 714 074 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
An appropriate post graduate degree (NQF level 8) in Economics/Public Finance/Public Policy/Business Administration/Management recognised by SAQA. 8 - 10 years relevant Senior Management experience with 5 years' experience in public finance and fiscal planning. Sound strategic leadership and visionary capability. Policy formulation and analysis. Knowledge and understanding of South African fiscal policy. Extensive knowledge of budget systems and government accounting methods. The ability to persuade and negotiate at all levels. Problem solving and innovative capability. People management and empowerment.

DUTIES: Some key outputs include: Budget Process and Budget Reform Programme: Manage the national budget process Coordinate the Ministers' Committee on the Budget process. Provide strategic advice on a range of issues relating to the budget, fiscal policy, infrastructure delivery and budget reform. Public Finance Statistics: Produce the Medium-Term Budget Policy Statement and Budget review. Produce the Medium-Term Budget Policy Statement and Budget review the Estimates of National Expenditure and appropriate legislation. Coordinate the process of advising the Minister on the Budget Speech. Present public finance statistics according to function and economic classification, for consolidated general government. Fiscal and Budget Framework: Align the division of revenue between national, provincial and local government with the budget framework and medium-term expenditure priorities. Ensure a budget framework

ENQUIRIES : Ms Caroline Modibane on Tel No: (012) 315 5092.
APPLICATION : may be sent via e-mail to Recruit.EXEC@treasury.gov.za

POST 01/43 : DEPUTY DIRECTOR-GENERAL: ECONOMIC POLICY REF NO: S099/2019
Division: Economic Policy (EP)
Purpose: Promote macro-economic stability and job creation, advise on fiscal, monetary, sectoral and real economic policies including overseeing economic modelling on the impact of such policies and forecasting for the annual budget. Research, analyse and recommend monetary, labour market and macroeconomic policy interventions in the evaluation of real sector economic developments based on applicable policies and targets monitoring global development architecture and practices that impact on developing countries.

SALARY : R1 521 591 - R1 714 074 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate post graduate degree (NQF level 8) in Economics/Public Finance/Public Policy/ Business Administration/Management recognised by SAQA. Training in Econometrics will be an added advantage. 8 - 10 years relevant Senior Management experience with 5 years’ experience in policy research and broad understanding of economics. Knowledge and experience of a broad understanding of economics principles and applied mathematics. Knowledge and experience of econometrics principles and dissemination of statistical data sources Knowledge and experience of economic analysis and research. Policy formulation and analysis. Extensive knowledge of economic analysis and research for government departments, agencies, public sector regulators, financial institutions, research institutions of academic institutions. Extensive knowledge of budget systems and government accounting methods. Sound strategic leadership and visionary capability. The ability to liaise with internal and external stakeholders and network widely. The ability to persuade and negotiate at all levels. Problem solving and innovative capability. People management and empowerment. Financial Management.

DUTIES : Some key outputs include: Macro and Micro-Economic Modelling: Develop and implement macroeconomic models and enhance capacity in the refinement of existing models. Initiate research on a range of identified modelling simulations for implementation. Provide macro-economic forecasts figures for budgetary inputs. Analyse macro and micro economic policy and monitoring and advice on their integration in all sectors of the economy. Economy and Policy Development: Provide inputs and advice on trade, labour and monetary policies for consideration. Conduct research on a broad range of economic policy determinations for implementation. Initiate macroeconomic forecasts interventions for possible integration into the National Budget. Provide comprehensive inputs to the MTBPS and National Budget processes. Propose interventions that will stimulate economic growth and enable future projections for utilisation and implementation Economic Research Capacity: Establish an economic research capacity in conjunction with academic research institutions to promote growth. Manage the collaborative programme "Southern Africa-towards inclusive economic development with stakeholders. Establish a secure data facility for the usage e of tax administration and other data Macro-Economic Stability: Provide support to the Ministry in respect of speeches, presentations and briefing notes Monitor and developing an exchange rate monetary policy framework to support competitiveness, price stability and economic growth. Develop policy that support sustainable economic growth, enhance employment creation, equality and transformation.
ENQUIRIES : Ms Caroline Modibane on Tel No: (012) 315 5092.
APPLICATIONS : may be sent via e-mail to Recruit.EXEC@treasury.gov.za
ANNEXURE F

REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE

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

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

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

Free State: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301

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

Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.

Closing Date: Quoting the relevant reference number, direct your application to: The President: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

Other posts: CHIEF REGISTRAR, REF NO: 2019/661/OCJ

Salary: R473 820 per annum. (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for

NOTE: The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply. Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.
The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS**


**DUTIES**

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

**ENQUIRIES**

Mr V Maeko/Mr M Jele Tel No: (013) 758 0000

**SALARY**

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

**REQUIREMENTS**

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

**DUTIES**

Manage and coordinate HR administration activities within the Department to contribute to the rendering of a professional Human Resources Management services which is conditions of service (leave, housing, medical aid, injury on duty, terminations, long service recognition, overtime, relocation, pension, allowances etc). Manage and coordinate Labour Relations. Conduct investigations on misconduct, grievances and disputes. Draft submissions for mandate and represent the employer in disciplinary hearing and dispute matters. Coordinate and manage statistics with regards to disciplinary and grievance procedures. Provide advice, guidance and support to supervisors and management. Address human resource administration enquiries. Ensure the correct implementation of departmental/public services policies on matters related to human resource management and adherence to the relevant prescripts/legislation Manage all PERSAL transactions. Prepare and consolidate reports on personnel administration issues Inform, guide and advice relevant stakeholders on
human resource administration matters to enhance the correct implementation of personnel administration practices.

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

**POST 01/46**
OFFICE MANAGER, REF NO: 2019/663/OCJ

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

**CENTRE**
Gauteng Local Division (Pretoria)

**REQUIREMENTS**
A Grade 12 and a three-year National Diploma/Bachelor’s Degree in Office Management or relevant equivalent qualification. An LLB Degree will be an added advantage. 3-5 years’ relevant experience in an Office Administration Environment. A valid driver’s licence. Management experience in the legal field will be an added advantage. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).

**DUTIES**
Manage office of the Judge President at the Gauteng Division Pretoria. Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges’ support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President’s instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Office of the Chief Justice, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other stakeholders with regards to matters emanating from the office of the Judge President. Maintain a clear communication channel to both internal and external stakeholders. Prepare presentations and briefing notes from the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct application of regulations, regulations, policies or any other legal source of directive related to the special fields.

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

**POST 01/47**
REGISTRAR, REF NO: 2019/664/OCJ

**SALARY**
R257 073 per annum (MR3 – MR5) (Salary will be in accordance with the Occupation Specific Dispensation determination) Applicant must attach a service certificate/s for determination of their experience the successful candidate will be required to sign a performance agreement.

**CENTRE**
Gauteng Local Division (Johannesburg)

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

**DUTIES**
Co-ordination of Case Flow Management and support to the Judiciary. Manage the issuing of all processes initiating Court Proceedings, co-ordinate appeals and reviews, Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, authenticate signatures of Legal Practitioners, notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars’ Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

**ENQUIRIES**
Ms T Mbalekwa Tel No: (011) 335 0404
POST 01/48: SENIOR ADMINISTRATIVE OFFICER, REF NO: 2019/665/OCJ

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

CENTRE: Middleburg Local Division

REQUIREMENTS: Grade 12 and an appropriate National Diploma/Degree in Business Administration or related field; 2-3 years working experience in administration. A valid driver’s licence will be an added advantage. Skills and Competencies: Planning and organising skills; customer services oriented; decision making skills; Good communication skills (verbal and written); Computer literacy; good interpersonal skills and ability to work under pressure

DUTIES: Provision of support on the Case Flow Management. Render administrative services within the office; Asset management; Provide financial and supply chain management services in the office; Attend to other related duties as assigned by the office.

ENQUIRIES: Mr V Maeko/Mr M Jele Tel No: (013) 758 0000

POST 01/49: SENIOR COURT INTERPRETER (2 POSTS)

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

CENTRE: Middleburg Local Division, Ref No: 2019/666/OCJ North West High Court (Mmabatho), Ref No: 2019/667/OCJ

REQUIREMENTS: A National Diploma/Degree in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages. A valid driver’s licence Knowledge of any foreign Language will be an added advantage Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal), Computer literacy (MS Office), Good Interpersonal Relations, Ability to work under pressure and solve problems, accuracy and attention to detail, Customer Services, Planning and Organising Skills, confidentiality, analytical thinking, listening skills, Time Management and the ability to work under pressure.

DUTIES: Render Interpreting Services in Criminal, Civil, Labour and Quasi-Judicial Court proceedings; Interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of Court record; Develop terminology, coin words, control and supervision of Interpreters; Perform specific line and Administrative Support Functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES: Mpumalanga: Mr V Maeko/Mr M Jele Tel No: (013) 758 0000 North West: Mr OPS Sebapatso Tel No: (018) 397 7114

POST 01/50: JUDGES SECRETARY, REF NO: 2019/668/OCJ

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

CENTRE: Middleburg Local Division

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

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

ENQUIRIES: Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

POST 01/51: STATE ACCOUNTANT, REF NO: 2019/669/OCJ

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

CENTRE REQUIREMENTS: Mpumalanga Provincial Centre

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

DUTIES: Supervise the salaries and pay roll section. Supervise the vote accounts, payments and budget section. Maintain and keep salary returns, process salary deductions. Control budget in accordance with monthly Budget Reports. Ensure payments within 30 days, Control all financial Registers within payroll and vote account. Promote training to subordinates within the section. Advice on capturing of budget/shifting on BAS and JYP, ensure correct project on the Budget, detect and deal with incorrect SCOA classifications. Reconciliations and clearance of suspense/Control Accounts. Handle irregular expenditure, ensure reconciliation of PAYE. Control over face value documents, control over expenditure on petty cash accounts. Ensure complaints at all superior courts, Authorization of transactions on Persal and Bas ensure all processed documents are audit compliant. Request and analyse expenditure reports. Monthly checking of petty cash. Implementation of PERSAL and assist in budget formulation. Monitor and maintain assets register in the province. Supervise and support the procurement and SCM processes in the province. Support the facilitation of audits to be conducted by the Offices of the Auditor-General Internal Audit and all other investigating bodies. Analysis of audit comments. Collation and submission of reports.

ENQUIRIES: Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

POST 01/52: FORENSIC INVESTIGATOR, REF NO: 2019/670/OCJ

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

CENTRE REQUIREMENTS: National Office: Midrand


DUTIES: Planning of an investigation and evaluation of the allegations reported. Conduct forensic audit investigations in accordance with the investigation methodology and within the determined time frames. Reporting on findings, resolutions and submission of statements/affidavit. Carry out other administration task for the Forensic Unit and related to the specific investigations.
ENQUIRIES : Ms S Tshidino Tel No: (010) 493 2500

POST 01/53 : HUMAN RESOURCE OFFICER, REF NO: 2019/671/OCJ

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

CENTRE : Mpumalanga Provincial Centre

REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of PERSAL system. Knowledge of the prescripts regulating Human Resources. Skills and Competencies: Good communication skills (written and verbal). Computer literacy (MS Office; PERSAL experience). Good Interpersonal Relations, Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and Good organising skills.

DUTIES : Implementation of transaction on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection, etc; Keep statistics of all activities and report accurate statistics to supervisors. Assist with all administrative duties of Human Resources Component and respond to clients queries.

ENQUIRIES : Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

POST 01/54 : ADMINISTRATION CLERK (ASSETS), REF NO: 2019/672/OCJ

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

CENTRE : Mbombela High Court


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

ENQUIRIES : M Mr V Maeko/Mr M Jele Tel No: (013) 758 0000

POST 01/55 : REGISTRAR'S CLERK, REF NO: 2019/673/OCJ

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

CENTRE : Middleburg Local Division

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

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

ENQUIRIES : Mr V Maeko/Mr M Jele Tel No: (013) 758 0000
POST 01/56 : SUPPLY CHAIN CLERK (2 POSTS)

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

CENTRE : Middleburg Local Division, Ref No: 2019/674/OCJ
         Mpumalanga Provincial Centre, Ref No: 2019/675/OCJ

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Ability to operate office equipment. Ability to work independently and meet deadlines. Ability to work under pressure, work in a team and prepared to work overtime when required. Excellent analytical, planning, organizational skills. Good interpersonal relations. Effective communication skills (written and verbal), Computer literacy, Job Knowledge. Communication skills. Flexibility. Accuracy. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks.

DUTIES : Capturing and processing of invoices. Supplier payments as well expediting of Government orders. Provide administrative procurement support to all stakeholder. Receive and assess quotations. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System, ensure that all relevant forms are attached. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items and perform other duties as delegated by the supervisor.

ENQUIRIES : Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

POST 01/57 : ACCOUNTING CLERK, REF NO: 2019/676/OCJ

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

CENTRE : Mpumalanga Provincial Centre

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills. Planning and organising skills. Attention to detail and work within deadlines Proven Capturing S&T Claims Sorting of all Payroll Certificates according to various pay points filling of documents Capturing Salary related transactions.

ENQUIRIES : Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

POST 01/58 : ADMINISTRATION CLERK: CRT, REF NO: 2019/677/OCJ

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

CENTRE : Middleburg Local Division

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Word). Good problem solving skills. Accuracy and attention to detail. Operational knowledge of operating DCRS/CRT machine.

DUTIES : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES : Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

POST 01/59 : ADMINISTRATION CLERK, REF NO: 2019/678/OCJ

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

CENTRE : Middleburg Local Division

**DUTIES**: Render general clerical support services, provide clerical support services within the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics, handle routine enquiries, make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

**ENQUIRIES**: Mr V Maeko/Mr M Jele Tel No: (013) 758 0000

**POST 01/60**: DATA CAPTURER REF NO: 2019/679/OCJ (2 POSTS)
(Contract valid until 31 March 2020)

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

**CENTRE**: Labour And Labour Appeals Court (Johannesburg)

**REQUIREMENTS**: A Grade 12/ equivalent qualification. Skills and Competencies: Good communication skills (verbal and written). Good interpersonal relations. Advanced computer skills and ability to work under pressure.

**DUTIES**: Provide administrative support services. Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Update and file records. Continuous updating of information on computer for reporting purposes. Maintain OCJ recruitment database. Retrieve information as required.

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

**POST 01/61**: DATA CAPTURER, REF NO: 2019/680/OCJ

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

**CENTRE**: Supreme Court of Appeal (Bloemfontein)

**REQUIREMENTS**: A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills. Excellent in Microsoft office software. Ability to analyse statistics and ability to work under pressure.

**DUTIES**: Provide administrative support services. Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services. Update and file records. Continuous updating of information on computer for reporting purposes. Maintain OCJ recruitment database. Retrieve information as required.

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

**POST 01/62**: DRIVER MESSENGER, REF NO: 2019/681/OCJ

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

**CENTRE**: Durban High Court

**REQUIREMENTS**: Adult Basic Education and Training (ABET) or Grade 10 plus a minimum of seven months’ experience as a messenger or driver. A valid code 8 driver’s licence plus Public Drivers permit (PDP) will be an added advantage. Skills and competencies: Computer literacy (MS Office), good communication skills (verbal and written), Attention to detail, problem solving skills, ability to liaise with team members and members of the public, ability to work under pressure, ability to work independently as well as in the team, good organising, good interpersonal relations and must be responsible and have good work ethics.
**DUTIES** : Collect and deliver mail, distribute mail to various offices, collect post bag from the post office, transport officials to various destinations, daily delivery and collection of posts from post office, distribution of urgent/hand delivered mail to various offices, delivery of outgoing mail to post office, maintenance of register of mail distribution and ensure safeguarding of all correspondence.

**ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3168

**POST 01/63** : **TYPIST REF NO: 2019/682/OCJ**

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

**CENTRE** : Pietermaritzburg High Court

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

**DUTIES** : Typing of reports, appeals Court orders, review reports, minutes, circulars and memorandums. Operating fax machine and photocopy machine and updating of the registers. Operating the switchboard and rendering Court services. Attend to queries.

**ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3168
ANNEXURE G

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

NOTE:
An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver’s Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted.

People with disabilities are encouraged to apply: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

OTHER POSTS

POSTS 01/64 : CHIEF ARCHITECT (GRADE A): INVESTMENT ANALYSIS REF NO: 2020/01

SALARY : R898 569 – R1 027 419 per annum (OSD) (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : B Degree in Architecture or relevant qualification, Six years Architectural post qualification experience required, valid driver’s license, Compulsory registration with SACAP, Experience in conducting Feasibility Studies, Be in possession of a valid driver’s license. Knowledge: Architectural design, as well as knowledge in the real estate industry and asset management, Knowledge in the field of energy efficiency and sustainable design, A good understanding and competence in the context of the built environment, Developed knowledge and understanding of National Government’s responsibility to improve access to Government services, Legislative and legal aspects of built environment developments and informed decision-making, Knowledge of contract building law to the extent applied in the profession is also important. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, assessing, executive report-writing and presentation skills as well as computer literate and capable to operate the MS Office Suite and AutoCAD, Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure, Must have the ability to give technical inputs on small, large and mega projects as well as to project life cycle planning in support of immovable asset/portfolio management.

DUTIES : Review and evaluation existing and proposed built infrastructure, consultant’s designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrade and maintenance in line with Departmental requirements, building regulations, legislation and municipal by-laws, Apply the policies, methods, practices and standards as well as ensure compliance with Departmental space and cost norms requirements, Visit facilities to assess and develop technical reports, Assess standards of installation, operations, maintenance and records, Understanding of user requirements and translation into options or accommodation solutions which may include the development of conceptual design, Provide technical
reports so as to inform feasibility studies of small, medium and mega projects in the evaluation of the effectiveness and efficiency of existing and proposed architectural designs and built infrastructure in line with building grades, layout, space programming and space analysis. Determine the cost efficiency of projects and develop life cycle models and cost of different accommodation solutions in relation to construction time. Advise on economic life of existing infrastructure. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess the financial and socio-economic benefits for all property investment/disinvestment option. Provide inputs into the development of business processes and guidelines for making sound investment decisions, Executive report writing.

ENQUIRIES : Mr V Bedesi, Tel No: (012) 406 2047
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba and Bosman Street, Central Government Offices Building, Pretoria.
FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 31 January 2020 at 16h00

POST 01/65 : ASSISTANT DIRECTOR: VALUATION SERVICES REF NO: 2020/02
SALARY : R444 693. per annum
CENTRES : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Real Estate (Property valuation) plus appropriate and relevant experience in property valuations. Registration with the South African Council for the Property Valuers’ Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Value or Professional Associated Value. A valid unendorsed driver’s license. Knowledge of valuation of various types of properties and applicable legislation such as, PFMA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and project planning. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to travel, work long hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Undertake managerial functions and valuation of properties as delegated by the Director Valuation Services. Submit valuation reports to the Secretariat of the Land Affairs Board and liaise with the Board on valuation matters. Assist in reviewing and contesting municipal valuations on state owned properties. Help to ensure that savings on rates is achieved. Assist in driving the mentorship programme for candidate valuers and associated initiatives. Mentor Candidate valuers. Promote the interest of the valuers’ profession in general.

ENQUIRIES : Mr. Hendrick Ndlovu Tel No: (012) 406 1888
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba and Bosman Street, Central Government Offices Building, Pretoria.
FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 31 January 2020 at 16h00

POST 01/66 : SENIOR INTERNAL AUDITOR - COMPUTER AUDITS REF NO: 2020/03
SALARY : R316 719 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualifications in Information Technology, Auditing or Financial Information Systems; Appropriate experience as an Auditor in a Computer/IT Auditing environment; Knowledge of Teammate Electronic Working System; Computer Assisted Audit Techniques (CAATS) e.g. ACL; IT Auditing frameworks; Standards and Methodologies. Adequate training and experience in assessment of Information Technology environment Controls and Governance. Skills in time management;
Communication; Independent and objective mental attitude; Ability to evaluate and express a reasonable judgment on facts; Effective report writing skills; Willingness to work long hours and travel and have a valid Driver’s license.

**DUTIES**

Undertake audit programmes regarding Risk management, internal control and Governance processes with regards to: The Information System environment; the reliability and integrity of information systems. Conduct audit programme steps on IT Audits. Conduct fieldwork and collect relevant, reliable, sufficient, and useful audit evidence. Conduct General and Applications control reviews including Technical System reviews. Assess and evaluate audit evidence of IT systems. Develop electronic audit working papers, audit findings; CAATS to support audit objectives and perform follow up audits. Assist in general Administration and compliance duties for the Directorate as and when requested.

**ENQUIRIES**

Mr. M. Ditshego Tel No: (012) 406 1608

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N.P Mudau

**CLOSING DATE**

31 January 2020 at 16h00

**POST 01/67**

SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2020/04

**SALARY**

R316 791 per annum

**CENTRE**

Kimberley Regional Office

**REQUIREMENTS**

A three year tertiary (NQF Level 6) qualification or equivalent qualification as recognised by SAQA. Relevant experience in training and development practices. Knowledge of standards, practices, processes and procedures related to HR development; structure and functioning of the Department; Employment Equity Plan of the Department; regulatory framework related to HR development, including the Skills Development Act; Constitution of the RSA, Public Service Act and Regulations, Collective Agreements, Codes of Remuneration and the Public Finance Management Act; Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilisation; financial administration; change/diversity management; analytical thinking; problem solving skills; motivational skills; influencing skills; presentation skills; advanced negotiation skills; conflict management; communication and report writing abilities. Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

**DUTIES**

Support the skills development process with regard to; compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan, developing training plans and reports. Support the provisioning of education, development and training; support learnership and internship processes, ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilisation of related service providers, maintain the skills development database, compile data on training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Assist in the administration of study support; facilitate and market the allocation of study support, administrate the allocation and management of bursaries. Support personnel performance management processes; facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance bonuses and rewards, determine and analyse trends on performance management, including data/statistics on employment equity, support integration of performance management processes with related HR processes; facilitate the award of incentives for good performance and monitor the management of poor performance.

**ENQUIRIES**

Ms NJL Hlongwane Tel No: (053) 838 5377
Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

For Attention: Ms D Mashapa

Closing Date: 31 January 2020 at 16h00

Post 01/68: Administrative Officer: Registry Ref No: 2020/05

Salary: R257 508 per annum

Centre: Kimberley Regional Office

Requirements: A three year tertiary (NQF Level 6) or equivalent qualification as recognised by SAQA. Relevant experience in Inventory management, Client orientated and Supervisory experience. Knowledge of National Archive Regulations, Public Finance Management Act, Provisioning management, Inventory administration, including stock keeping, procurement processes and procedures, inventory systems, general office management, human resources policies. Skills; record management, effective communication, report writing, planning and organising, basic numeracy, conflict management, problem solving, demonstrative computer literacy (word processing, spreadsheets, presentations) and interpersonal relations. Resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, diplomacy, trustworthy, punctuality, hard-working, self-motivated and ability to work independently. Willing to adapt to work schedule in accordance with professional requirements.

Duties: The administration of registry and archive functions; ensure that filling is in accordance with National Archive Regulations, ensure the effective disposal of records, ensure timeous dispatching of mail upon receipt, ensure delivery of effective courier services, ensure the correct recording of cheques, postal orders and cash in the remittance register. Issue circular numbers. Provide administrative support to the Regional office; provide training on filling systems, compile and present statistical reports to line manager on a monthly basis, receive and process requests for repairs, maintenance and installations, manage the flow of information and documents in the office, manage communication to and from the office, attend to human resources related processes and liaise with stakeholders relevant to the office.

Enquiries: Ms W Khumalo Tel No: (053) 838 5359

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

For Attention: Ms D Mashapa

Closing Date: 31 January 2020 at 16h00

Post 01/69: Administrative Officer: Projects (2 Posts) Ref No: 2020/06

Salary: R257 508 per annum

Centre: Cape Town Regional Office

Requirements: A three year tertiary qualification in Public Management/Administration, Computer literacy (MS Word, PowerPoint, Excell and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least two years relevant experience, i.e. in the built environment. Ability to work independently. Knowledge of WCS would be an added advantage.

Duties: Provide administrative and general office management and support to Project Managers, Project management processes within specific time frames. Preparing documentation for presentations and reports. Organizing office logistical matters and acting as general receptionist. Making required travel and accommodation arrangements. Managing the flow of information and documents related to claims, payments, invoices and consultation fees relevant to the office. Updating of WCS on daily basis.

Enquiries: Ms. T Kolele Tel No: (021) 402 2063

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

Closing Date: 31 January 2020 at 16h00
DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

FOR ATTENTION
Ms A Schoombee

CLOSING DATE
24 January 2020

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

MANAGEMENT ECHELON

POST 01/70
DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: A1/2020
(Five-year fixed term contract)

Re-advertisement, applicants who applied previously must not re-apply.

SALARY
R1 978 533 per annum plus a 10% non-pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.

CENTRE
Pretoria, HSRC Building

REQUIREMENTS
An undergraduate qualification (NQF level 7) and a post graduate qualification preferably in public administration/development/social sciences (NQF level 8) as recognised by SAQA plus 8 – 10 years of experience at senior managerial level of which at least 3 years’ experience must be within any organ of State as defined in the Constitution Act 108 of 1996. Knowledge of the Public Service Legislation. Knowledge and understanding of the relevant legal framework. Competencies needed: Strategic capability and leadership. Programme and project management. People management and empowerment. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. Communication. Project management. Attributes: Ability to initiate and support organisational transformation and change. Ability to explore and
implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community.

**DUTIES**

Key Responsibilities: Overall management and administration of the Department through the provision of strategic leadership, policy and legislative development; Oversee the provision and implementation of comprehensive social security, social welfare services and community development programmes; Ensure effective corporate governance through financial compliance, risk management, systems and procedures; Ensure adequate resourcing for the department and capacity for implementation of its mandate; Develop effective strategies for the implementation and attainment of the seven priorities of Government with particular attention to women, youth and persons with disability; Effective stakeholder management by supporting Provincial Departments, Non-Governmental Organisations, community-based organisations; Provision of effective oversight of entities reporting to the Minister. Provide technical support to Minister. Preparation of strategic reports for submission to Minister and Parliament.

**ENQUIRIES**

Mr D Chinappan Tel No: (012) 312-7504
ANNEXURE I

DEPARTMENT OF TRADE AND INDUSTRY
BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) COMMISSION

APPLICATIONS: can be hand delivered to the B-BBEE Commission offices, 420 Witch-Hazel Avenue, Eco-Glades 2, Block C, Eco-Park, Centurion, 0144 or can be forwarded to careers@beecommission.gov.za. Applicants must indicate the name and reference number of the position they are applying for on the email subject.

CLOSING DATE: 24 January 2020

NOTE: Applications must be submitted on a prescribed and signed Z83 form accompanied by detailed CV and certified copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The B-BBEE Commission reserves the right not to fill any advertised position(s). Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Recommended candidate(s) will be subjected to Personnel Suitability Checks. Appointed candidate(s) will undergo security clearance processes.

MANAGEMENT ECHELON

POST 01/71: SENIOR MANAGER: STRATEGIC STAKEHOLDER ENGAGEMENT & COMMUNICATION REF NO: BEE/SEC 013

Overview: Establish, maintain and promote strategic stakeholder relations, engagement and communication pertaining to the functions of the B-BBEE Commission.

SALARY: R1 057,326 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Public Administration or Business Administration/Communication/Public Relations. 5 years' relevant experience at middle/senior management level in communication/inter-governmental relations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact and negotiate with various stakeholders; media relations. Additional requirements are excellent project management, problem solving; financial management, report writing and presentation skills. Knowledge of the Constitution, PFMA and the B-BBEE Act.

the strategy. Ensure enhancement of the strategy/corporate identity. Manage the Commission’s website page. Evaluate the impact of the strategy and report thereof. Unit management: Management of financial resources and assets of the unit. Manage staff/personnel. Manage the strategic planning of the unit and the execution of the operational plan.

ENQUIRIES: Ms M Manyelo Tel No: (012) 649 0920
NOTE: Preference will be given to African male candidates, Coloured, Indian and White Candidates.

POST 01/72: SENIOR MANAGER: COMPLAINTS HANDLING REF NO: BEE/COM 067
Overview: To manage the development, maintenance of the complaints handling system, procedures and processes and report on complaints trends.

SALARY: R1 057,326 per annum (Level 13) (All-inclusive Remuneration Package).
CENTRE: Pretoria
REQUIREMENTS: Undergraduate qualification (NQF level 7) in Public Administration or Business Administration/Social Sciences/Economic Sciences/Law. 5 years’ relevant experience at middle/senior management level. Experience in complaints handling and resolution will be an added advantage. Skills required: Leadership; analytical; verbal & written communication; project management; complaints handling, dispute resolution; negotiation; time management; conflict management; Financial Management, presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations and B-BBEE Act will be an added advantage.

DUTIES: Manage the development, maintenance and provision of a complaints handling system, procedures and processes: Manage the development, maintenance and provision of complaints handling system, fast track procedures and processes. Manage the review of the complaints handling system to achieve efficiency of the sub division. Monitor the implementation, maintenance and use of the complaints handling system. Ensure professionalism and confidentiality in the administering of the complaints handling procedures and processes. Evaluate the success of the complaints handling system and report thereon. Facilitate the creation of a complaints database and tracking system: Facilitate the creation of a database and tracking system of all complaints. Establish and determine reasonable turnaround times for dealing with complaints. Monitor and report on compliance within the stipulated turnaround times. Ensure that clients are informed of the reference numbers allocated to their complaints as well as progress regarding their complaints. Manage the screening and analysis of complaints: Develop a methodology for the screening and analysis of complaints. Ensure the correct categorisation of complaints. Ensure the correct identification of complaints for investigations. Co-ordinate the identification, recording and referral of complaints to other enforcement institutions. Facilitate the identification and assessment of complaints for referral to higher authorities for direction. Manage alternative dispute resolution processes: Manage development of mechanisms and timelines to identify complaints that can be resolved through alternative dispute resolution processes. Ensure guidelines are developed and followed when resolving complaints through alternative dispute resolution processes. Ensure consistency in the application of alternative dispute resolution processes. Report on the number and nature of complaints resolved through alternative dispute resolution processes. Unit management: Management of financial resources and assets of the unit. Manage staff/ personnel. Manage the strategic planning of the unit and the execution of the operational plan.

ENQUIRIES: Ms M Manyelo Tel No: (012) 649 0920
NOTE: Preference will be given to African male candidates, Coloured, Indian and White Candidates.

POST 01/73: SENIOR MANAGER: ENFORCEMENT AND INVESTIGATION REF NO: BEE/INV 058
Overview: To manage investigations and enforcement functions to ensure compliance with B-BBEE Act.

SALARY: R1 057,326 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE: Pretoria
REQUIREMENTS: Undergraduate qualification (NQF level 7) in Public Administration or Business Administration/Social Sciences/Economic Sciences/Law. 5 years’ relevant experience at middle/senior management level. Experience in investigations and complaints resolution
DUTIES: Develop investigation and enforcement procedures and processes: Conduct research into investigation and enforcement procedures and processes by regulatory authorities. Develop investigation & enforcement procedures and processes. Approve investigation procedures and processes. Review investigation procedures and processes, as may be required. Capacitate personnel on the investigation and enforcement procedures and processes. Manage investigations and enforcement functions: Identify areas for investigation and the scope thereof. Manage the implementation of investigations. Manage the drafting and issue of subpoenas and summonses. Recommend/implement appropriate enforcement measures. Review Team recommendations for initiation of investigations. Report on all investigations and enforcements. Manage referrals to other regulatory/law enforcement institutions: Identify cases for referral to other regulatory/law enforcement institutions. Maintain a record of all cases for referral to other regulatory/law enforcement institutions. Manage the referral processes and procedures for prosecution. Review and approve Team recommendations regarding prosecution. Report on all referrals. Manage public hearings: Ensure the scheduling of public hearings. Oversee the management of logistical arrangements for public hearings. Quality assure the relevant reports/documentation for tabling at public hearings. Ensure recording of deliberations and decisions taken. Manage implementation of decisions/resolutions. Manage the maintenance of records of all public hearings. Unit management: Management of financial resources and assets of the unit. Manage staff/personnel. Manage the strategic planning of the unit and the execution of the operational plan.

NOTE: Preference will be given to African male candidates, Coloured, Indian and White Candidates.

OTHER POSTS

POST 01/74: MANAGER: VERIFICATION SERVICES REF NO: BEE/V SERV 041
Overview: To implement functions of regulating verification professionals.

SALARY: R733,257 per annum (Level 11) (All-inclusive Remuneration Package)
CENTRE: Pretoria
REQUIREMENTS: 3 year post matric qualification in Public Administration/Business Administration/Social Science/Economic Science/Law. 3 years' relevant experience in verification services at managerial level. Experience in inspections/investigations/compliance monitoring will be an added advantage. Skills required: Good Communication skills (verbal and written); computer literacy (MS Suite); project management skills; Presentation skills; planning and organising skills; sound interpersonal relations; time management, analytical. Report writing. Knowledge of PFMA, B-BBEE Act and King III Report on Corporate Governance will be an added advantage.

DUTIES: Develop verification policies, systems and procedures: Conduct research and develop verification policies, systems and procedures. Implement verification policies, systems and procedures. Review verification policies, systems and procedures. Conduct verification inspections on practitioners: Establish a database of verification practitioners. Develop inspection programmes and checklists. Conduct verification inspections. Recommend the nature of support to be provided to address challenges experienced in conducting verification inspections. Review and quality assure reports on verification inspections conducted. Capture new users (verification agencies) on the system. Respond to queries relating to the system/user issues. Conduct Quality Assurance on the BEE Certificates and related information captured on the portal. Provide reports on the portal information. Implementation of corrective measures against verification practitioners: Report on identified non-compliant verification practitioners. Recommend penalties to be imposed on verification practitioners. Impose penalties on non-compliant verification practitioners. Institution of legal action. Monitor and report quarterly on trends: Review and quality assure quarterly reports on the number of verification practitioners. Review and quality assure quarterly reports on non-compliant verification
practitioners. Review and quality assure quarterly reports on actions taken against non-compliant verification practitioners. Manage the resources of the sub-division: Manage the human resources of the sub division. Account for allocated assets. Provide inputs in to the strategic planning of the unit and execution of the

**ENQUIRIES**

**NOTE**

: Ms M Manyelo Tel No: (012) 649 0920

: Preference will be given to African male candidates, Coloured, Indian and White Candidates.
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS

Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.

FOR ATTENTION

Mr. I B Pheello, Tel No: (051) 405 5069

CLOSING DATE

24 January 2020

NOTE

Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver’s license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised post.

OTHER POST

POST 01/75

PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER:
PROVINCIAL TREASURY REF NO: FSPT 001/20

SALARY

R257 508 per annum. (Level 7) a basic salary

CENTRE

Bloemfontein

REQUIREMENTS

A Diploma in Office Management and Technology or equivalent qualification with a minimum of two (2) years’ experience in a secretarial or administrative/ clerical environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

DUTIES

Provide a secretarial/receptionist support service to the Senior Management Services (SMS) member. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the SMS member. Render an administrative support service to the SMS member. Manage the travel arrangements and claims for the Office of the SMS member. Provide support with the administration of the budget. Provide support to the SMS member during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.

ENQUIRIES

Mr. M P Mokoena Tel No: (051) 405 3173
ANNEXURE K

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

CLOSING DATE: 24 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. For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs. 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 post, 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 01/76: DEPUTY DIRECTOR: TRANSFORMATION REF NO: REFS/004890
Directorate: GEYODI
SALARY: R733 257. per annum (All-inclusive Salary Package that can be structured according to an individual need)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: Grade 12 plus Bachelor’s degree (NQF Level 7) National Diploma (NQF Level 6) in Public Administration/Public Management/Social/Human Science or relevant qualifications as recognized by SAQA. 5 years’ management experience or relevant experience in Transformation/Mainstreaming/Service Delivery environment or related field of which 3 years must be at an Assistant Director level. A valid driver’s License. Competencies: Management of people, Management of finances (budgeting, controls, reporting), Strategic planning and project management; Understanding of strategic planning process, policy development and corporate governance, Understanding of the PSP and RSP, Knowledge and understanding of departmental strategic priorities and programmes, Understanding of GPG and Public service regulations and Departmental acts and policies (e.g. HR/Finance/ tender regulations), Community Safety and other Relevant legislations, Writing skills, Communication skills (listening, explanation, influencing, motivating, negotiation), Computer literacy including Databases, Admin skills, Organising skills, chairing skills/ ability to manage meetings.
DUTIES: Manage the implementation of all gender, youth, people with disabilities and military veterans empowerment programmes. Manage the implementation of transformation programmes pertaining to older persons and LGBTQI+ communities. Manage the departmental SDIP. Oversee and monitor the Tshepo 1 Million Programme within the department. Manage resources (Human, Finance, Equipment, Assets). Ensure the management of the work of the Sub-Directorate regarding the following: Ensure that the design, development and facilitation of the gender, youth, people with disabilities, military veterans, LGBTQI+ and older persons’ programmes takes place in accordance with accepted quality standards. Manage stakeholders in the agriculture and environmental sectors for the emancipation of designated groups. Ensure that planning, scheduling and evaluation of the programmes takes place. Overseeing strategic projects. Communicating, co-coordinating and interacting with other sub-programmes and with the rest of the department on joint work and with other departments and stakeholders on
aspects of work and/or issues related to the GDARD mandate. Contribute to the good management of the directorate.

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

GAUTENG HEALTH

OTHER POSTS

POST 01/77
CLINICAL MANAGER (CLINICAL FORENSIC MEDICINE) REF NO: DHS/CFM/001/19
Directorate: Johannesburg Health District

SALARY
R1 173 900 per annum (All Inclusive Remuneration package per annum)

CENTRE
Clinical Forensic Medicine

REQUIREMENTS
MBChB Degree or M.D. equivalent. Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 6 years’ as a Medical Practitioner after Registration with the HPCSA as a Medical Practitioner of which 4 years’ experience in management in Clinical Forensic Medicine. Plan organize, give lectures, train and demonstrate. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication (written and Verbal), A valid driver’s license.

DUTIES
Supervise the day to day activities and running of Clinical Forensic Medicine Clinics and provide clinical leadership and guidance. Orientation of staff and maintenance of standards. Attend to CFM patients and participate in overtime services. Testify in court and be involved in departmental interdepartmental and multi-sectoral meetings. Audit J88 and Clinical files. Ensure delivery of fully comprehensive Clinical Forensic Medicine. Management of CFM budget and clinical staff.

ENQUIRIES
Dr A. Ilunga Tel No: (011) 694-3803

APPLICATIONS
must be submitted (hand delivered) to: HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or posted to Human Resources Management, Private Bag X21, Johannesburg, 2000.

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

CLOSING DATE
31 January 2020

POST 01/78
DEPUTY-MANAGER NURSING (QUALITY ASSURANCE) TERTIARY HOSPITAL REF NO: CHBAH 96
Directorate: Nursing

SALARY
Grade 1: R949 482 per annum (All-inclusive package)

CENTRE
Chris Hani Baragwanath Academic 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). The incumbent must be in possession of a Diploma/Degree in Nursing Education and or Nursing Administration/ Nursing Management obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. Computer literacy (Ms Word, Ms Excel). A valid driver’s license is essential. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse
DUTIES: Provide expert guidance and support for the implementation of the Quality Assurance Program. Provide technical support to Executive Management on the implementation of National Core Standards. Ensure that prescribed policies and guidelines are adhered to. Participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Analyze trends from reports and develop plans of quality improvement. Monitor and coordinate all quality assurance programs in the Functional Business Unit. Attend meetings and training as approved by the manager. Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Ensure advocacy for the patients, nursing ethos and professionalism. Develop and monitor the implementation of guidelines, programs and regulations pertaining to nursing care. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient service delivery. Management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Ensure compliance to professional and ethical practice. Development and implementation of National Core Standards and ideal hospital framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES: Dr N Lesia Tel No: (011) 933 9145

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 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Please Take Note That Public Service/Overnment Jobs Are Not For Sale.

CLOSING DATE: 24 January 2020
POST 01/79 : PHARMACY SUPERVISOR REF NO: BGH/2019 DEC/02 (X1 POST)

Directorate: Pharmacy

SALARY : Grade 1: R821 205 – R871 590 per annum (All Inclusive Package)

CENTRE : Bertha Gxowa Hospitals

REQUIREMENTS : Diploma/bachelor’s degree in pharmacy. Registration with SAPC as a pharmacist. A minimum of 5 years’ appropriate experience after registration as a pharmacist with SAPC. Project management. Supervisory skills planning and organizing skills. Ability to work as a member for a multidisciplinary team. High level of reliability. Good problem solving and interventional skills and must be able to work under pressure and take initiative. Proficiency in Microsoft office, RDM, Oracle and Rx solution software. Public hospital experience will serve as an added advantage.

DUTIES : Supervise overall pharmacy including the satellite pharmacy. Ensure availability and accessibility of medicines. Provisioning of high-quality pharmaceutical care in the hospital. Project management, Human resources management, staff training, staff appraisals and supervision of work team in pharmacy. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Participate in the implementation of, and compliance with, the National Core Standards in the pharmacy. Conduct regular audits in the Pharmacy and the satellite pharmacy. Adhere to all pharmacy policies and procedures. Deputize for the Responsible Pharmacist/Pharmacy Manager when necessary. Perform other duties as allocated by the Manager. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by the manager. Comply with Performance Management and Development System (contracting, reviews and final assessment).

ENQUIRIES : MR. Mandla Nkosi. Tel No: (011) 278 7635/079 021 1464

APPLICATIONS : Applications should be hand delivered to Bertha Gxowa Hospital: Human Resource Department, 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 : 24 January 2020

POST 01/80 : LECTURER PND2 (QUALITY ASSURANCE) REF NO: 004839

Directorate: Quality Assurance

SALARY : R471 333 – 614 991 per annum (plus benefits)

CENTRE : SG Lourens Nursing College

REQUIREMENTS : A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years’ appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1-year post-basic qualification in the relevant speciality (less 1 years’ experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.

DUTIES : Co-ordinate the activities of the quality assurance. Organize and participate in quality assurance audit and peer review and make recommendations regarding quality improvement. Continuous implementation of quality assurance improvement programmes focusing on academic standards. Implement the complaint, compliment and suggestion procedure in relations to national standards. Develop and coordinate implementation plan to correct gap or challenges identified from audits or self-evaluation. Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education.

ENQUIRIES : Ms JE Malobola, Tel No: (012) 319 5601
APPLICATIONS: Documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.

NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. NB: OSD Policies and procedure will apply to qualify for PND2.

CLOSING DATE: 24 January 2020

POST 01/81: PROFESSIONAL NURSES: SPECIALTY REF PNB/ KPTH/12/19

Directorate: Nursing Services
Departments: Trauma, Advanced Midwifery, Neonatal ICU Paeds/Child Nursing & ICU (Adult)

SALARY: R383 226 – R444 276 per annum (plus benefits) Grading According to OSD policy.

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma/Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A Minimum of 4-years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Post Basic Nursing Qualification, with a duration of at least 1year in specialized areas mentioned above. Current (2019) SANC receipt. Proof of service record for appropriate grading according to OSD policy. Computer literacy and driver’s license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.

DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effectively utilisation of resources. i.e. Human, Material, and monitoring of the services. Participation in training and research. Provision of effective support to Nursing Services. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the Professional Scope of Practice and Standards. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treat treatment and Quality care.

ENQUIRIES: Ms. M.V. Mathabatha, Tel No: (012) 318-6622

APPLICATIONS: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a curriculum vitae (CV) highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Note: Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 24 January 2020
POST 01/82  :  ASSISTANT DIRECTOR - LABOUR RELATIONS REF NO: LRO-TMRH-01 (X1 POST)
Directorate: Human Resource

SALARY :  R376 596 - R443 601 per annum plus benefits
CENTRE  :  Thelle Mogoerane Regional Hospital
REQUIREMENTS :  An appropriate recognized three year diploma/degree in HRM/Labour Relations with minimum of 3 years’ experience or Matric with minimum of 5 years’ experience in Labour Relations. The applicant should have sound knowledge of relevant Policies and Labour legislations, i.e LRA, BCEA, EEA, SDA etc. The applicant should have computer literacy skills in Microsoft Word, PowerPoint and Excel. A valid Code 8 driver’s license. Good communication skills (verbal and written). Knowledge and Skills: Experience in conducting misconduct investigations, handling of grievances, facilitation, conflict management.

DUTIES :  Promote labour peace between management and trade unions. Facilitate consultative structures (multilateral and bilateral meetings). Facilitate the resolution of grievances within the stipulated timeframe. Investigate and co-ordinate the finalization of misconduct cases within the stipulated timeframe. Manage database and compile monthly statistics on misconduct cases and grievances. Advice management and staff members on labour related matters. Provide training on labour relations to management and staff members. Ensure the correct implementation of, and monitor compliance with collective agreements, policies and all other relevant labour legislations. Provide support in the management of strikes and picketing. Provide monthly reports to relevant officials. NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

ENQUIRIES :  Mr. J. Kubheka Tel No: (010) 345 0006
APPLICATIONS :  Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
CLOSING DATE :  24 January 2020

POST 01/83  :  SPEECH THERAPIST AND AUDIOLOGIST PRODUCTION LEVEL REF NO: STA/KPTH/12/19
Directorate: Speech Therapy and Audiology

SALARY :  Grade 1: R317 976 - R361 872 per annum
Grade 2: R372 810 - R426 291 per annum
Grade 3: R439 164 - R532 959 per annum
CENTRE  :  Kalafong Provincial Tertiary Hospital
REQUIREMENTS :  Grade 12 and appropriate qualification that allows registration with the Health Professional council of South Africa (HPCSA) as a speech therapist and audiologist or speech therapist. Must have completed community service. A dual qualification will be an advantage. Computer literacy is essential. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work

DUTIES: Provide effective speech therapy and audiology services for in-patient and external stakeholders in adherence to scope of practice. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirements of the Institution, Province and National Health. Participate in date collection and make suggestions to the work team to improve speech therapy and audiology services. Participate on the effective management of resources of the department.

ENQUIRIES: Dr. T Kyarkanaye, Tel No: (012) 318-6777

APPLICATIONS: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 24 January 2020

POST 01/84: MEDICAL TECHNOLOGIST (GR1-3) REF NO: JUB 01/2020

Directorate: Health

SALARY: Grade 1: R317 976 per annum (plus Benefits)
Grade 2: R372 810 per annum (plus Benefits)
Grade 3: R439 164 per annum (plus Benefits)

CENTRE: Jubilee District Hospital

REQUIREMENTS: Medical Technologist: Grade 1: no experience after registration and 1 Year experience for foreign qualified applicant. Grade 2: 10 years’ experience after registration and 11 Years for foreign qualified applicants. Grade 3: 20 years’ experience after registration and 21 years’ experience for foreign qualified applicants. National Diploma in Medical Technology/Degree in Biotechnology. Registration with the HPCSA as Medical Technologist and proof of current registration. Three (3) –Six (6) Years post qualification and experience in a diagnostic laboratory. Knowledge of relevant laboratory processes and procedures. Assertiveness; Good interpersonal skills. Basic understanding of finance General management, Communication, Analytical and Computer skills.

DUTIES: Screening of laboratory, blood and blood products requests to minimize inefficiencies. Assisting in aligning NHLS & SANBS accounts to the facility units/wards cost centres. Monthly verification of both the NHLS and SANBS invoices. Compiling monthly trend analysis report on hospital usage of blood, blood products and NHLS tests. Providing hospital management with monthly trend analysis reports on laboratory, blood and blood products usage. Intercept tests where insufficient data has been supplied on the request forms. Facilitating regular uploading of clinician’s details onto the NHLS Laboratory information System. Liaising with district laboratory coordinator/s to arrange trainings on gaps identified at hospital/s on laboratory and blood related matters. Implementing of data reporting tools to ensure that the services are efficiently used. Assist in the maintenance of hospital blood gas machine and the SANBS emergency fridge. Compiling and reporting monthly EGK savings.
ENQUIRIES : DR M.J Mokwena Tel No: (012) 717 9338
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
CLOSING DATE : 31 January 2020
POST 01/85 : FINANCE CLERK REF NO: FINCLERK/01/2020 (X 2 POSTS)
Directorate: Finance Unit
SALARY : R173 703 – R204 612 per annum (Level 5) (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with Accounting or Mathematics as passed subject with a minimum of 18 months Finance experience. National Diploma in financial management or Equivalent qualification will be an added advantage. Proven computer literacy, good interpersonal and communication skills, verbal and written reporting skills, problem solving, and ability to work under pressure and meet deadlines. Willing to rotate within the finance section. Knowledge of PFMA, Treasury regulations, DORA (Directive of Revenue Act) and relevant financial policies. Knowledge of BAS, SAP and PAAB/MEDICOM systems.
DUTIES : Billing and submission of patient account to debtors, tracing outstanding debts. Collection of revenue in different clinics. Capturing, processing and allocating invoices through E-receipting (SAP), compiling of petty cash and replenishment, responsible for accounts payable. Compile and capture journals and other financial duties as delegated. Prepare monthly creditors reconciliation and resolving supplier queries.
ENQUIRIES : Mr. T.J. Makhubela, Tel No: (012) 318-6750
APPLICATIONS : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a curriculum vitae (CV) highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference
CLOSING DATE : 24 January 2020
ANNEXURE L

PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 01/86 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS 83/19
Component – Anaesthesiology

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

CENTRE : Greys Hospital: PMB Metropolitan Hospital Complex

REQUIREMENTS : FCA (SA) or MMed in Anaesthesia Registration with HPCSA as a “Specialist Anaesthesiologist” 3 year post registration experience as a “Specialist” Recommendations: Experience in managing clinical services in a > 350 bed hospital Proven ability to provide paediatric anaesthesia including to neonates down to 1 kg Proven track record in providing postgraduate teaching Other proven managerial experience Experience in a tertiary environment Track record of academic publications

DUTIES : Key Performance Areas/Responsibilities: Knowledge, Skills, Experience and Competencies: Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics Good communication, leadership, decision-making and clinical skills Sound knowledge of clinical procedures and protocols within the discipline Assessment, management of patients. Participation in the After Hours call system is essential. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Key Performance Areas: Manage the Anaesthetic department of a busy tertiary hospital Participate in the clinical anaesthetic service of a regional/tertiary hospital by:-Providing consultant cover in theatre daily, the ICU and High Care wards Providing after-hour consultant cover in Anaesthetics and the ICU at PMB Metropolitan Hospitals Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic Undertaking development of sub-speciality services at Grey’s Hospital Peri-operative Analgesic Service Support trauma and resuscitative units 24 Hour Epidural Analgesic service in Labour Specialised Surgical Services – cardiac, vascular, thoracic, neurosurgical Participate in outreach programmes for the development of safe anaesthetic services in Grey’s Hospital catchment area Participate in the departmental teaching programmes for vocational, post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff the department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one’s own responsibility and accountability for actions taken on one’s behalf Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department and the ICU Maintain self-development and staff development by CPD and CME activities Coordinate participation in Quality Improvement measures by staff Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and under graduate training Participate in postgraduate and other relevant academic and training programmes. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources

ENQUIRIES : Dr Z. Farina Tel No: (033) 897 3412
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandula
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 72/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged to apply. This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Critical Care based in Pietermaritzburg: It is envisaged that these posts will sharing duties and responsibilities across the PMB metropole. NB: This will facilitate optimum service provision in Pietermaritzburg and the relevant drainage area.
CLOSING DATE: 24th January 2020
POST 01/87: HEAD CLINICAL UNIT (MEDICAL) - GRADE 1: REF NO: GS 84/19
Component – ICU- Critical Care
SALARY: R1 728 807 per annum (All-inclusive package), Excluding Commuted Overtime (Employee Must Meet the Prescribed Requirements)
CENTRE: Greys Hospital, Pietermaritzburg
REQUIREMENTS: Specialist Qualification in a relevant Speciality to Adult Critical Care: eg Anaesthesia, Surgery, Internal Medicine or Emergency Medicine Registration with the Health Professions Council of South Africa as a Specialist: Plus 3 years post-registration experience as a “Specialist” Registration with HPCSA as a Sub Specialist in Critical Care Possession by the applicant of the Certi Recommendation Knowledge, Skills, Training and Competencies: Possess sound knowledge of Human Resources Management, budgeting, implementation and evaluation of quality assurance programs, and information management. Possess knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics have good communication, leadership, decision-making and clinical skills have sound up-to-date knowledge of clinical procedures, protocols and international standards of care within the discipline, including appropriate clinical use of current relevant technology. Be physically available to participate in the Pietermaritzburg Metropolitan Critical Care After Hours call system encompassing Edendale, Grey’s and Northdale Hospitals Be able to efficiently and appropriately assess and manage a broad spectrum of critically ill patients referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialties, Obstetrics & Gynaecology, and Internal Medicine. Have the ability to critically evaluate new technologies and decide on the cost effective implementation thereof Behavioural Attributes Required Stress Tolerance, Ability to Work as an Integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines.
DUTIES: Key Performance Areas: Manage the adult multidisciplinary tertiary Intensive Care Unit (ICU) Grey’s Hospital as a component of the overall Metropolitan Critical Care system of the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. Report to the Head Clinical Department Anaesthesia and Critical Care Grey’s Hospital, to jointly ensure that an efficient and acceptable standard of Critical Care patient services are maintained .Develop and refine Critical Care admission and discharge policies appropriate for Grey’s Hospital, in line with the overall Metropolitan Critical Care policies, to ensure the fair and ethical distribution of ICU resources. Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan Critical Care system to facilitate postgraduate training in Critical Care for Medical Officers, and for Registrars specialising in other clinical disciplines, and for specialists undertaking Certification in Critical Care, and would need to maximize the contribution
of the Grey’s ICU to these training programmes. Accept overall responsibility for the Critical Care management of critically ill patients admitted to the Critical Care Unit of Grey’s Hospital. Lead the clinical Critical Care service of a tertiary hospital ICU that functions as part of the Metropolitan Critical Care service by: Personally providing Subspecialist-level consultant cover and clinical leadership for Grey’s Hospital Multidisciplinary ICU. Supervising and directing the clinical work of Specialists undertaking Certification in Critical Care. Personally providing (on a rostered duty basis) after-hours Subspecialist consultant cover for the ICU at Grey’s Hospital as well as for other ICUs in the Metropolitan Critical Care system. Assessing pre- and post-admission high-risk patients in the wards, and providing clinical guidance to clinicians referring patients to the ICU at Grey’s Hospital. Liaising with, and working with, the Critical Care services offered by the Department of Paediatrics at Grey’s Hospital on matters of joint relevance to both adult and paediatric critical care. Participating in outreach programmes for the development of Critical Care services within the catchment area of Grey’s Hospital. Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of medical staff, and giving guidance for the effective utilization and placement of nursing staff. Maintaining discipline and ensuring that staff members act with integrity and professionalism within the law. Delegating duties to senior staff without lessening the incumbent’s own responsibility and accountability for actions taken on the incumbent’s behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the ICU and High Care. Maintaining self-development and staff development by CPD and CME activities and participation in postgraduate and other relevant academic/training programmes. Co-ordinating participation in Quality Improvement measures by staff. Ensure the proper and economical use of equipment, consumables and other resources.

ENQUIRIES
APPLICATIONS FOR ATTENTION
NOTE

ENQUIRIES : Dr Z. Farina- Head Clinical Department Tel No: (033) 8973331
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital
FOR ATTENTION : Private Bag x 9001, Pietermaritzburg, 3200
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 84/19. 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 : 24 January 2020
POST 01/88 : HEAD CLINICAL UNIT (MEDICAL) PSYCHIATRY REF NO: HCU/PSYCH 01/2019 (POSTX 1)

SALARY : R1 728 807 - R1 834 890 per annum (all-inclusive package). All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital – Psychiatry
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist or a recognized sub-speciality (Psychiatry). Certificate of registration with Health Professions Council of South Africa
HPCSA) as a Medical Specialist in a normal specialty (Psychiatry). Proof of current registration as a Medical Specialist with HPCSA. Experience: A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or in a recognized Sub-Specialty. NB: There is no direct appointment to Grade 2. To progress from grade 1 to grade 2 is through grade progression only. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Psychiatry. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions. Knowledge and skill of handling of staff wellness and labour relation issues.

**DUTIES**

Key Performance Areas: Assist senior medical manager for the rendering quality service of medical department Manage and supervise the psychiatric care in the institution. Provide in-patient and out-patient clinical services. Assist with undergraduate and postgraduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide and supervise effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends).

**ENQUIRIES**: DR M Aung Tel No: (031) 907 8317/8304

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

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

**CLOSING DATE**: 24 January 2020

**POST 01/89**: CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: CMM/ORTHO 01/2019 (POST X1)

**SALARY**: Grade 1: R1 173 900 – R1 302 849 per annum (All-inclusive package consist of 70% basic salary and 30% flexible portion that may) be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

**CENTRE REQUIREMENTS**

Prince Mshiyeni Memorial Hospital – Orthopaedics

MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Experience: Experience: Clinical Manager: Medical Grade 1: The appointment to grade 1 requires appropriate qualification, registration certificate plus 3 years’ experience after registration with HPCSA as a Medical Practitioner. NB: There is no direct appointment to grade 2. To progress from Grade 1 to 2 is through grade progression only. Knowledge, Skills, Training and Competencies Sound knowledge and clinical skills in the holistic management of Orthopaedic trauma and pathology. Ability to supervise and teach junior staff. Good communication, interpersonal and management skills. Sound professional and ethical values and a concern for excellence

**DUTIES**

Key Performance Areas: Direct, supervise and evaluate work activities of Medical Officers, registrars and medical interns Discuss, assist and consult with Head Clinical Unit (HCU) regarding service delivery issues, enhance public relations, coordinate activities and plans and promote health programmes Monitor and develop improvement plans regarding clinical output, new services and cost containment strategies Be responsible for clinical governance of medical services Offer a comprehensive quality care service to patients Effectively manage administrative functions; and coordinate regular meetings with surgical team. Optimally supervise, instruct and train junior personnel, including Registrars Render outreach and support services to other levels of care in our drainage areas Participate in academic activities at undergraduate and postgraduate level as required Participate in continuing medical education, as required by the Health Professions Council of South Africa. Participate and manage the staff
labour relation when there is conflict among medical staff Delegating gathering of statistics to relevant persons

ENQUIRIES: Dr Arw Mungherera Tel No: (031) 907 8319/8303
APPLICATIONS: Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
FOR ATTENTION: Mrs TZ Makanya
NOTE: Please note that due to financial constraints, there will be no payment of S&T Claims.
CLOSING DATE: 24 January 2020

POST 01/90: MANAGER – MEDICAL SERVICES REF NO: GJC 02/2020 (X1 POST)
(Re-advertised)

SALARY: R1 173 900 per.annum (all-inclusive package) Other Benefits: 13th cheque, rural allowance of 22% annual salary and commuted overtime
CENTRE: GJ Crookes Hospital
REQUIREMENTS: Senior Certificate. Appropriate qualification in Health Science MBCHB. Current registration with HPCSA as a Medical Officer. 3 years’ experience after registration with the HPCSA as a Medical Officer, 2 years of which must be in management or supervision. Certificate of service and verification of experience from Human Resources on an official letterhead must be attached to the application. Knowledge: Knowledge and understanding of relevant Acts, Policies and regulations used in the KZN department of health. Sound management, negotiation, planning, interpersonal, conflict management and problem solving skills. Policy formulation skills. Good communication skills (written and verbal) and computer literacy. Good team building and leadership skills. Sound planning and organizing skills. Decision making skills and sound planning and organization skills.
DUTIES: Provision of a safe, ethical, legal and high quality medical care at GJ Crookes Hospital and attached Clinics. Provide support to all medical, therapeutically and professional staff. Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and guidelines. Manage Clinical risks, provide clinical governance and ensure hospital efficiency. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures in Medical and Allied Health sections. Participate in the Human Resources strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved. Management of financial resources and ensuring cost effective service delivery. Formulate strategic plans in keeping with the requirements of the institution. Deputise the Chief Executive Officer as required. Monitor and implement quality improvement plan. Monitor and evaluate patients care delivery. Monitor and manage staff performance. Monitor and implement medical equipment management plan. Performing clinical duties as the situation demands

ENQUIRIES: Dr. B Shange Tel No: (039) 978 7001
APPLICATIONS: Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION: Mr. JL Majola
NOTE: Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
CLOSING DATE: 24 January 2020 at 16h00

POST 01/91: MEDICAL SPECIALIST – ANAESTHESIOLOGY (GRADE 1, 2, 3) REF NO: GS 85/19 (X2 POSTS)
The purpose of the post is to develop advanced anaesthetic skills. The facility to spend 6 months focusing on Paediatric Anaesthesia mostly at Grey’s Hospital, and another 6
months focusing on Critical Care within the first two years of employment will be built into the job description of this post.

**SALARY**

Grade 1: R1 106 040, per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

Grade 2 : R1 264 623 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

Grade 3: R1 467 651 per annum ( all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

**CENTRE**

Greys Hospital, Pietermaritzburg

**REQUIREMENTS**

Senior Certificate (Matric) MBCHB or equivalent qualification registered with the HPCSA FCA (SA) or MMed (Anaes) Plus Current or pending registration with HPCSA as a “Specialist anaesthesiologist Recommendation knowledge, Skills and Experience:

- Sound clinical knowledge within the department of Anaesthesiology.
- Good communication and human relations
- Sound knowledge of clinical procedures and protocols within the discipline
- Assessment and management of patients.
- Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

**DUTIES**

- Key Performance Areas: To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties/functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School and when necessary, in consultation with the Head of Department.
- Supervision of postgraduate and undergraduate training
- Participate in postgraduate and other relevant academic/and training programmes.
- Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey’s, Northdale and Edendale) Willingness to rotate through ICU for up to 6 months is essential Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital

**ENQUIRIES**

DR Zane Farina: Tel No: (033) 897 3412

**APPLICATIONS**

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

**FOR ATTENTION**

Mrs. M. Chandulal

**NOTE**

Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 85/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months...
after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged To Apply. NB: This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received.

**CLOSING DATE:** 24 January 2020

**POST 01/92:** MEDICAL OFFICER – (GRADE 1, 2, 3) REF NO: GS 82/19 (X1 POST)

Component – Emergency Department

**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, Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form)

**CENTRE:** Greys Hospital, Pietermaritzburg

**REQUIREMENTS:** MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner BLS, ACLS, ATLS

- **Grade 1:** Experience: Not Applicable.
- **Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.**
- **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa.**

- **Grade 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: Dip PEC would be an added advantage

**Knowledge, Skills And Experiences:**
- Sound clinical and patient management skills; Ability to diagnose and manage all emergencies (Adult and Paediatric) and in all disciplines; Knowledge and skills in emergency care, trauma, including emergency diagnostic and therapeutic procedures; Disaster, outbreak and risk management; Triaging and patient scheduling; Information management; ICD10 coding; death notification and certifications; RAF; WCA; J88; Quality assurance programs; Ability to work under stress and maintain a good working relationship at all times with all stakeholders, including public/private sector; Good time management skills, meeting tight deadlines, punctuality; Excellent communication skills (verbal and written); Knowledge of current health and public service legislation, regulations and policy, and medical ethics

**DUTIES:** Key Performance Areas: Clinical responsibility in Emergency Medicine Participation in afterhours overtime duties is compulsory Processing of medical reports (including J88 forms, WCA, RAF, etc.) timeously. Management reports, e.g. statistics of patients managed, classification of cases, etc. Maintain accurate medical Records. Managing complaints effectively Compulsory attendance and participating in audits, M&M meetings, etc. Adhering to existing policies and procedures Participate actively in disaster management Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals The following Learning opportunities are available: -Supervision by an Emergency Physician with on the floor teaching -Evidence based protocol driven management -Opportunity to conduct research in the unit -Preparation to enter the Fellowship or Diploma in Emergency Medicine -The unit is accredited for Diploma and Registrar Training

**ENQUIRIES:** DR P. Ramraj: Tel No: (033) 897 3172

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

**FOR ATTENTION:** Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 82/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged To Apply.

CLOSING DATE: 24 January 2020

POST 01/93: MEDICAL OFFICER GRADE 1 REF NO: MAN 13/2019 (04 POSTS)

SALARY: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum (All –Inclusive Package) 22% Rural allowance Plus commuted/fixed overtime.

CENTRE: Manguzi Hospital - (KwaZulu - Natal)

REQUIREMENTS: Matric certificate, MBCHB Degree, Current registration with HPCSA as a Medical Practitioner Medical Officer Grade 1: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional Council, of whom it is not required to perform Community Service Medical Officer Grade 2: Minimum of 5 years’ experience after registration with the HPCSA as a Medical Practitioner post-Community Service. Foreign candidates require 6 years relevant Experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Medical Officer Grade 3: Minimum of 10 years’ experience after registration with HPCSA as a Medical Practitioner post-community service. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Experience in surgery/orthopaedics and/or obstetrics and anaesthetics will be a recommendation. After registration as a Medical Practitioner with recognized Foreign Health Professional Council in respect of foreign of Qualified employees of whom it is not required to perform Community Service as required in South Africa and Certificate of service from previous employer is compulsory, verification of employment from current employer, which must be endorsed and signed by Human Resources Manager. Knowledge, Skills, Training, And Competencies Required Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anaesthesia for above will be an advantage. Documented proof of the above should be attached Good communication and interpersonal skills. Willingness to teach and supervise junior doctors and students. Knowledge of applicable legislation, and national quality standards relating to primary health care

DUTIES: Key Performance Areas: Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighboring health institutions to promote an effective district health service

ENQUIRIES: Dr. M.Blaylock Tel No: (035) 5920150
APPLICATION: The Human Resources Manager, Manguzi Hospital, Private Bag X 301 .Hand delivered applications may be submitted at Human Resource office Manguzi Hospital, Hospital Road, Kwangwanase, 3973

FOR ATTENTION: Mr. N.T. Ngubane
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 candidate to attend generic Managerial competency assessments (in compliance with the DPSA) Directive on the implementation of competency based assessment. Applications should be submitted on form Z83 obtainable from any Public Service Department and should 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 received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applications use incorrect/no reference number(s) on their applications. NB: Doctors who will have completed their Community Service by 31 December 2019 may apply.

CLOSING DATE : 24 January 2020

POST 01/94 : MEDICAL OFFICER (OBSTETRICS & GYNAECOLOGY) GRADE1-3 REF NO: PMMH/MO/O&G/03/2019 (POSTS X2)

SALARY : Grade 1: R821 205 - R884 670 per annum (all-inclusive package)  
Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)  
Grade 3: R1 089 693 - R1 362 366 per annum (all-inclusive package All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply)/the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE : Prince Mshiyeni Memorial Hospital – Obstetrics & Gynaecology

REQUIREMENTS : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Community Service doctors who are completing their service may also apply however the appointment of successful applicants will be subject to the provision of proof of HPCSA registration as an Independent Medical Practitioner Experience: Medical Officer Grade 1: No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 3: 10 years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Community Service doctors who are completing their service may also apply however the appointment of successful applicants will be subject to the provision of proof of HPCSA registration. Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies,
DUTIES : Key Performance Areas: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Obstetrics and Gynaecology. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits; participate in academic meetings. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES : Dr NR Maharaj Tel No: (031) 907 8111 or (083) 797 8111
APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
FOR ATTENTION* : Mrs J Murugan
NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims.
CLOSING DATE : 24 January 2020
POST 01/95 : ASSISTANT MANAGER NURSING (OBSTETRICS, GYNAE & PAEDIATRICS) REF NO.: MS/12/2019 (01 POSTS)
Institution Mseleni Hospital
Re Advertisement

SALARY : R614 991 per annum Plus 13th cheque, Medical Aid (Optional) Home Owner Allowance (Employee Must meet prescribed requirements) Plus 12% Rural Allowance.

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic Nursing qualification with at least one (1) year accredited with SANC in one of the specialty referred above. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining one (1) year post basic qualification in the relevant specialty. At least three (3) years of the period referred above must be appropriate/recognizable experience at management level. Certificate of service endorsed by Human Resource Component. Recommendation Qualification in Nursing Administration. Knowledge, Skills, Training and Competencies Required Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work efficiency and amicably at a supervisory level with persons of diverse intellectual cultural racial or religious difference. Ability to manage own work, time and that of junior colleague’s to ensure proper nursing service in the unit. Demonstrate and in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impacts on service delivery.

DUTIES : Key Performance Areas: Implement and co-ordinate Maternal and Child Care services implement standard practices criteria and indicators for quality Maternal and Child care. Create and maintain a complete and accurate nursing record for individual health users. Facilitate and conduct perinatal mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multi-disciplinary team. Maintain a plan to improve the quality of Maternal and Child Care. Monitor Employee Performance Management and Development System (EPMDS). Supervise the provision of nursing care services by staff nurses and enrolled nursing assistants in maternity. Ensure the observation of in-patients on a 24 hour basis and that appropriate intervention processes are initiated timeously. Ensure effective implementation of the ANC/PNC Policy. Ensure effective utilization of all resources in the department.

ENQUIRIES : MRS. T.R Sibisi Tel No: (035) 574 1004
APPLICATION NOTE : should be forwarded to: The Assistant Director HRM Mseleni Hospital P.O Sibhayi 3967
The following documents must be submitted:-Application for Employment Form (Z.83), which is obtained from any Government Department OR from website – www.kznhealth.gov.za Certified copy of matric certificate (grade 12) and other qualifications – not copies of certified copies. Curriculum Vitae Certified ID copy the reference number must be indicated in the column provided on the form Z.83 e.g.
reference number MS/12/2019 NB: Failure to comply with above instruction will disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.

CLOSING DATE : 24 January 2020

POST 01/96 : OPERATIONAL MANAGER NURSING SPECIALTY (OPERATING THEATRE) REF NO:.MS/14/2019 (01 POST)

SALARY : R562 800 per annum other benefits plus 13<sup>th</sup> cheque (Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) &12% Rural Allowance

REQUIREMENTS : Diploma /Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as General Nurse .Post –basic qualification in Operational Theatre Technique with at least one year registration with South African Nursing Council (SANC).A minimum of nine (9) Years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least five (5) years of the period referred to above must be year’s appropriate/recognizable experience in the specific speciality (Operational Theatre) after obtaining the one (1) year post basic qualification in Operating Theatre. Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Recommendations Valid Driver’s License. Computer Literacy Knowledge, Skills and Competencies Knowledge of South African Nursing Council (SANC) rules and regulations Knowledge of Public service policies, Acts and regulations Sound Knowledge of scope of Practice Good communication, leadership, interpersonal and problem solving skills Decision making and problem solving skills Conflict Management and negotiation skills Knowledge of code of conduct and Labour relations Knowledge of Batho Pele Principles and Patient Right Charter Ability to plan and organise own work and ensure proper nursing care

DUTIES : Key Performance Areas: Provision of Quality Nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implantation thereof To participate in Quality Improvement Plan and Clinical audit Oversee CSSD Component Identity, develop and control Risk Management systems within the unit Uphold the Batho Pele and Patients’ Rights Principles Provide safe therapeutic environment as laid by the nursing act, Occupation Health and Safety act and all the applicable prescripts Maintain accurate and complete patient’s records according to legal requirements Implementation and management of Infection Prevention and Control protocols Manage and supervise effective utilization of all resource in your component Exercise control over dripline, grievances and Labour relation issues according to the laid down policies procedures Participate in the performance reviews, i.e. EPMDTS as well as student progress reports

ENQUIRIES : MRS. T.R Sibisi Tel No: (035) 574 1004
APPLICATION NOTE : should be forwarded to: The Assistant Director HRM Mseleni Hospital P.O Sibhayi 3967

NOTE : The following documents must be submitted:-Application for Employment Form (Z.83), which is obtained from any Government Department OR from website – www.kznhealth.gov.za Certified copy of matric certificate (grade 12) and other qualifications – not copies of certified copies. Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/12/2019 NB: Failure to comply with above instruction will disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.

CLOSING DATE : 24 January 2020
POST 01/97: OPERATIONAL MANAGER PHC SPECIALTY: REF NO: SAHMOB 06/2019 (3 POSTS)

SALARY: R562 800 per annum Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements)
CENTER: ST Andrews Hospital – Mobile PHC
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate/recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver’s license.

DUTIES: To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Coordinate optimal, hostile, specialised nursing care with set standards and within a professional/legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients’ Rights Principles. Implementation of programmes for prevention. Detection and treatment of non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES: MRS VV Ncume Tel No: (039) 4331955 EXT 286
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 Male Are Encouraged To Apply
CLOSING DATE: 24 January 2020

POST 01/98: OPERATIONAL MANAGER PHC SPECIALTY: REF NO: SAHMBOTH0 07/2019 (1 POST)

SALARY: R562 800 per annum Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements)
CENTER: ST Andrews Hospital – Mbotho Clinic
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate/recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary
DUTIES:

To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients’ Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES:
MRS VV Ncume Tel No: (039) 4331955 EXT 286

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 Male Are Encouraged To Apply

CLOSING DATE:
24 January 2020

CENTRE:
Addington Hospital: Kwazulu Natal

REQUIREMENTS:
Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Advance Psychiatry Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Advance Psychiatry Nursing Science. Current registration receipt with SANC. In-Service applicants to produce SAQA verification, may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Psychiatry. Updated Curriculum Vitae with email address indicated. Experience: A minimum of 9 years appropriate recognisable 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/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendation: At least 1 – 2 years’ Supervisory experience in a Psychiatric Unit. Must be indicated on certificate of service. Degree/Diploma in Nursing Management would be an advantage Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures. Knowledge of nursing status and relevant legal framework. Knowledge of Human Resource Policies. Operational Management, co-ordination, networking liaison skills. Good communication, interpersonal relations, problem solving, conflict management skills. Sound knowledge of disciplinary processes and grievance procedures. Planning and organizing report writing skills. People management and financial management skills. Change management. Knowledge of Occupation Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building supervisory skills. Basic computer literacy skills

DUTIES:

Key Performances Areas: Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialised Psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse
intellectual cultural racial or differences. Ensure provision of optimal, holistic, specialised care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participate in training and research with a view to increase body of knowledge in a specialised psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholder’s i.e inter-professional and multi-disciplinary team work. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage effectively the utilization and supervision of human, financial, physical and material resources and services manage the disciplinary and grievance matters including monitoring and managing from absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Ensure performance reviews for all staff in the unit i.e. EPMDS. Participate in health promotion and illness prevention initiatives within the Institution. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.

ENQUIRIES : Ms T Wanda Tel No: (031) 327 2000
APPLICATIONS : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

CLOSING DATE : 24 January 2012

POST 01/100 : OPERATIONAL MANAGER (SPECIALITY): PHC OR ADM, OR EMERGENCY AND TRAUMA REF NO: STC 07/2019 (01 POST)
Component: Emergencies, Minor Ailments Child and Adult, Crisis Centre, MOU, CSSD, CTOP
Re-Advertisement

SALARY : R562 800 - R633 432 per annum Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

CENTRE : St Chads CHC

REQUIREMENTS : Grade 12 or Senior Certificate. Diploma/Degree in General Nursing and Midwifery. One (1) year Post basic qualification in one of the relevant specialty, i.e. Clinical Nursing Science Health Assessment Diagnosis Treatment and Care (PHC), Diploma in Midwifery and Neonatal Nursing Science or Trauma and Emergency Nursing Science accredited by the South African Nursing Council. Proof of registration with the SANC as General Nurse and Midwifery for 2020. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification. Proof of current and previous experience; certificate of service
Knowledge of policy directives information the provision of qualification must attach an evaluation certificate form the Z83) must be accompanied by a
an Resources Manager St Chads State Security Agency (SSA) to the Failure to comply with the above SAQA) to their application. Non-Work Permit holders must submit documentary proof together.
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DUTIES
Provide comprehensive; quality nursing care to patient/ clients in a specialty unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Work as part of multidisciplinary team to ensure good nursing care. Ensure compliance with all National, Provincial and professional rules and regulations and other prescripts in order to render a safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff; formulate training programs and participate in the training orientation and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Attend different meetings as required. Provide for a safe; therapeutic and hygienic environment. Ability to recognize medical, surgical emergencies and obstetric emergencies and refer appropriately.
Analyze the operational imperatives set in the National PHC package service and ensure that all programmes are in place and indicators meets the targets. Participate in outreach services/health promotions, disease prevention and support Sukuma Sakhe initiative. Ensure establishment of highly motivated; well developed and adequate Health Care workforce and promote Nursing Ethics and Professionalism. Provision of quality comprehensive patient care in line with ideal clinic, realization NHI, NCS and Batho Pele principles. Ensure data management implementation and monitoring. Hours of Duty 40 hours per weekShift work (day or night) guided by service delivery needs. Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.
Mrs C.I.Ndlovu Tele No: (036) 6379600.
All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Comer Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months.Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.
Mr S.D.Mdletshe
The appointment is
3 months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

DUTIES

Provide comprehensive; quality nursing care to patient/ clients in a specialty unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Work as part of multidisciplinary team to ensure good nursing care. Ensure compliance with all National, Provincial and professional rules and regulations and other prescripts in order to render a safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff; formulate training programs and participate in the training orientation and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Attend different meetings as required. Provide for a safe; therapeutic and hygienic environment. Ability to recognize medical, surgical emergencies and obstetric emergencies and refer appropriately. Analyze the operational imperatives set in the National PHC package service and ensure that all programmes are in place and indicators meets the targets. Participate in outreach services/health promotions, disease prevention and support Sukuma Sakhe initiative. Ensure establishment of highly motivated; well developed and adequate Health Care workforce and promote Nursing Ethics and Professionalism. Provision of quality comprehensive patient care in line with ideal clinic, realization NHI, NCS and Batho Pele principles. Ensure data management implementation and monitoring. Hours of Duty 40 hours per weekShift work (day or night) guided by service delivery needs. Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES

Mrs C.I.Ndlovu Tele No: (036) 6379600.

APPLICATIONS

All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Comer Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION

Mr S.D.Mdletshe

NOTE

Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months.Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE

27 January 2020
POST 01/101 : OPERATIONAL MANAGER (SPECIALITY) REFNO: STC 01/2020 (01 POST)
Components: Limehill Mobile Clinic

SALARY : R562 800 - R633 432 per annum Other Benefits 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

CENTRE : St Chads CHC

REQUIREMENTS : Grade 12 or Senior Certificate. Diploma/Degree in General Nursing and Midwifery. One (1) year Post basic qualification in one of the relevant specialty,i.e. Clinical Nursing Science Health Assessment Diagnosis Treatment and Care (PHC).Proof of registration with the SANC as General Nurse and Midwifery for 2020. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification. Proof of current and previous experience; certificate of service endorsed by HR. Endorsed Code 8 Drivers License. Recommendation: Diploma in Nursing Administration. Computer literacy.Knowledge, skills, training and competencies required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework.Knowledge of policy directives information the provision of Primary Health Care. Good verbal and written communication. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills.

DUTIES : Provide comprehensive; quality nursing care to patient/clients in a mobile clinic in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the mobile clinic. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Work as part of multidisciplinary team to ensure good service delivery. Ensure compliance with all National, Provincial and professional rules and regulations and other prescripts in order to render a safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff, formulate training programs and participate in the training orientation and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Attend different meetings as required. Provide for a safe; therapeutic and hygienic environment. Ability to recognize medical, surgical emergencies and obstetric emergencies and refer appropriately. Analyze the operational imperatives set in the National PHC package service and ensure that all programmes are in place and indicators meets the targets. Participate in outreach services/health promotions, disease prevention and support Sukuma Sakhe initiative. Ensure establishment of highly motivated, well developed and adequate Health Care workforce and apply consequence management and promote Nursing Ethics and Professionalism. Provision of quality comprehensive patient care in line with ideal clinic realization. NHI, Norms and Standards and Batho Pele principles. Ensure data management. Hours of duty 40 hours per week.

ENQUIRIES : Mrs C.I.Ndlovu Tel No: (036) 6379600.

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION NOTE : Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records ,citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are
respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 27 January 2020

POST 01/102 : OPERATIONAL MANAGER NURSING – ENSINGWENI CLINIC REF NO: CBH13/2019 (01 POST)

SALARY : R562 800 – R633 432 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 General Nursing and Midwifery. 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 Primary Health Care. Current SANC receipt Proof of current and previous experience endorsed and stamped by the employer/s must be attached. Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele etc. Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. leadership, organizational, decision making and problem solving, conflict handling and counselling Co-ordination and planning skills. Ability to assist in formulation of patient care related policies. Computer skills.

DUTIES : Leadership, development of capacity and supervision of PHC and engage all stakeholders. HR management. Ensure National PHC Package is implemented and monitored in all areas. Facilitate, ensure and monitor service integration and stakeholder, DOH partners and other Government Departments involvement. Monitor implementation of all programs and ensure that targets are met. Ensure effective and efficient utilization of resources. Advocate for resources at managerial level and input into the budget for PHC in the service area.

ENQUIRIES : Mrs PZ Mbonambi 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, Umlalazi Municipality Ward15, Amatikulu, 3801

NOTE : Preference will be given to African Male. 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 receive; only shortlisted candidates will

CLOSING DATE : 27 January 2020

POST 01/103 : OPERATIONAL MANAGER NURSING (SPECIALTY STREAM - PAEDIATRICS) REF NO: OMN/PAEDS 01/2019 (X1POST)

SALARY : R562 800 – R633 432 per annum Other Benefits: GEHS (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) in- hospital Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital
**REQUIREMENTS**

Basic R425 qualification (i.e Diploma/Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a “Professional Nurse” A post basic qualification in ‘Child Nursing Science’ with duration of at least 1 year, accredited with the SANC A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable nursing experience in the specialty (Child Nursing Science) after obtaining the one year post basic qualification in ‘Child Nursing Science’ Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with SANC (2019) Knowledge, Skills Training And Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES**

Key Performance Areas: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Paediatric nurse component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Paediatric services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient.

**ENQUIRIES**

Ms TN Khumalo Tel No: (031) 907 8133

**APPLICATIONS**

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

**FOR ATTENTION**

Mrs TZ Makanya

**CLOSING DATE**

24 January 2020

**NOTE**

NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays. NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

**POST 01/104**

OPERATIONAL MANAGER NURSING (GQUMENI CLINIC) REF NO: PHO OMN/2019

**SALARY**

Grade 1: R562 800 – R633 432 per annum plus 13th cheer, 8% rural allowance, Home owners allowance employee must meet prescribed requirements), Medical Aid (optional).

**CENTRE**

Pholela CHC

**REQUIREMENTS**

Standard 10 /senior certificate (grade 12), Degree/National Diploma in General Nursing Science and Midwifery, Plus One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC). A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse of which five (5) years must be an appropriate/recognizable experience after obtaining a one (1) year post basic qualification in PHC. Current registration with SANC (2019). Knowledge, Skill And Abilities: Legal framework governing the nursing professional and the health system, Leadership, management and supervisory skills, Ability to work in multidisciplinary team setting, Good communication skills, Ability to work maintain meaningful relationship with a diverse community, Knowledge of Human Resource management, Knowledge of Public Service legislation, Regulations and Policies, Program planning, Knowledge of procedures and policies pertaining to nursing care, Knowledge of EPMDs and national core standards.
DUTIES: Supervision of all PHC services within the clinic. Supervision of Community Care Givers and the program itself, (analysis of data elements), Supervision of Family Health and School Health Team (if available), Supervision. Mentoring and coaching of Phila Mntwana Centre. Be proactive and responsible in improving the health standards through implementing the strategies that will comply with National Core Standards, Ideal clinic. Provision of quality comprehensive health care. Analyze the operational imperatives set in the National PHC package of services, National Health Norms and Standard, Provincial strategic plans, policies and guidelines, Monitor PHC outputs and services on a monthly basis to review performance, Evaluate PHC services in terms of standard outcomes and impact indicators , by analysis of data, Participating in outreach services, Overlooking of community projects. Advocate for the resources at management level and have input into the budget for the institution, Ensure effective, efficient and economical use of allocated resources. Conduct peer reviews within the facility and develop QIP. Ensure effective and efficient management of Human Resource.

ENQUIRIES: Ms. B.M. Maphanga Tel No: (039) 832 9488.

APPLICATION: Direct your application quoting the relevant reference number to: The Human resources office, Pholela CHC, Private Bag x502, Bulwer 3244 hand delivered application at Human Resource Department on or before the closing date at 16:00.

FOR ATTENTION: Mr. SL Dlozi.

NOTE: An Application for Employment form (Z83) must be completed and forwarded it is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, std 10 or Grade 12, 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 PHO/05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates 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 final constraints, there will be no payment of S&T claims.

CLOSING DATE: 24 January 2019

POST 01/105: CLINICAL NURSE PRACTITIONER (MMC ROVING TEAM) REF NO: PHO/2019.

SALARY: Grade 1: R562 800 – R633 432 per annum plus 13th cheque, 8% rural allowance, Home owners allowance (employee must meet prescribed requirements): R383 226.00 13TH cheque), Medical Aid (optional).

CENTRE: Pholela CHC

REQUIREMENTS: Senior certificate (grade 12), Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Proof of registration with SANC (2019 receipt). Previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application). Valid driver’s license code 08 or 10. Knowledge , Skill And Abilities Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

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

ENQUIRIES

APPLICATION

FOR ATTENTION

NOTE

CLOSING DATE

POST 01/106

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES: Mrs. T.G.O. Sikhakhane Tel No: (039) 832 9488.
APPLICATION: Direct your application quoting the relevant reference number to: The Human resources office, Pholela CHC, Private Bag x502, Bulwer 3244 hand delivered application at Human Resource Department on or before the closing date at 16:00.
FOR ATTENTION: Mr. SL Dlozi.
NOTE: An Application for Employment form (Z83) must be completed and forwarded (it is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, std 10 or Grade 12, 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 PHO/05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates 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 final constraints, there will be no payment of S&T claims.
CLOSING DATE: 24 January 2019
POST 01/106: CLINICAL PROGRAMME COORDINATOR (MCWH) REF NO: ETH 01/2020
SALARY: Grade 1: R444 276 per annum 13th Cheque, home owner’s allowance, employer’s contribution to pension and Medical aid optional (Employee must meet prescribed conditions)
CENTRE: EThekwini District Office.
DUTIES: Ensure implementation of maternal health strategies. Co-ordinate, facilitate and monitor implementation of MCHW programme in line with the District Health Plan. Monitor the
implementation of strategies contained in the Health Programme Plan. Ensure implementation of maternal health strategies. Coordinate and facilitate child health services. Provide support and ensure integration of sexual and reproductive health services in the facilities including reviving the Family planning services and dual protection is promoted. Coordinate implementation of EPI Programme and HPV Campaign. Provide support to health facilities to increase access to HAART for Pregnant Women and improving Post Natal Care. Promote appropriate infant and young child feeding practices. Strengthen implementation of PCR, tracking of positive one for ART initiation. Monitor indicators which ensure health practices in the facilities. Plan organised and conducts community rallies and events that convey health messages and practices which support the health programme strategies.

ENQUIRIES: Ms ES Mbambo - Deputy Director Clinical & Programmes Tel No: (031) 2405313
APPLICATIONS: Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.
FOR ATTENTION: Mr TA Mthethwa Human Resource Practices
NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE: 24 January 2020

POST 01/107: CLINICAL PROGRAMME COORDINATOR HIV/AIDS (HCT, STI & HTA) REF NO: ETH 02/2020 (X2 POSTS)

SALARY: Grade 1: R444 276 per annum 13th Cheque, home owner’s allowance, employer’s contribution to pension and Medical aid optional (Employee must meet prescribed conditions)

CENTRE: Ethekwini District Office.


DUTIES: Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure that an orientation and induction programme is in place for newly appointed
midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers; Ensure HAST Programmes implementation (ART/CCMT/HTS/TB and HIV integration in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor budget allocated for ART/CCMT/HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the mainstream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district.

ENQUIRIES : Ms ES Mbambo - Deputy Director Clinical & Programmes Tel No: (031) 2405313
APPLICATIONS : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.
FOR ATTENTION : Mr TA Mthethwa Human Resource Practices
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 24 January 2020
POST 01/108 : PROFESSIONAL NURSE SPECIALITY – (MARTENITY) GRADE 1 TO 2 REF NO: GJGM 37/2019 (X1 POST)
Component: Maternity
Re – Advertisement

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

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

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

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

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

**FOR ATTENTION**
Mr S. Govender

**NOTE**
Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM17/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s).NB: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

**CLOSING DATE**
31 January 2020

**POST 01/109**
CLINICAL NURSE PRACTITIONER GRADE I & 2 REF NO: PHO/CNP 2/2019 (x2 POSTS UNDERBERG MOBILE CLINIC AND GQUMENI CLINIC)

**SALARY**
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum, plus 13th cheer, 8% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (optional):

**CENTRE**
Pholela CHC.

**REQUIREMENTS**
Grade 1: Senior certificate grade 12 or Standard 10, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of registration with SANC (2019 receipt) as General Nurse and Primary Health Care. Previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application).A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Grade 2: Senior certificate grade 12 or Standard 10, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of registration with SANC (2019 receipt) as General Nurse and Primary
Health Care. Previous work experience/ Certificate of service endorsed by your Human Resource Department (to be attached to application). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. knowledge, skill and abilities Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

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

ENQUIRIES:
Ms. B.M. Maphanga Tel No: (039) 832 9488.

APPLICATION:
Direct your application quoting the relevant reference number to: The Human resources office, Pholela CHC, Private Bag x502, Bulwer 3244 hand delivered application at Human Resource Department on or before the closing date at 16:00.

FOR ATTENTION:
Mr. SL Dlozi.

NOTE:
An Application for Employment form (Z83) must be completed and forwarded it is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, std 10 or Grade 12, 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 PHO/05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates with 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 knowledge. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to final constraints, there will be no payment of S&T claims.

CLOSING DATE:
24 January 2019
POST 01/110: CLINICAL NURSE PRACTITIONER REF NO: SAHMBONWA 08/2019 (01 POST)

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE: ST Andrew’s Hospital: Mbonwa Clinic

REQUIREMENTS: Senior Certificate. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

Skills: Knowledge of nursing care and processes and procedures, Basic 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

DUTIES: To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

ENQUIRIES: Mrs VV Ncume Tel No: (039) 4331955 EXT 286
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 disability and African male are encouraged to apply

CLOSING DATE: 24 January 2020

POST 01/111: CLINICAL NURSE PRACTITIONER REF NO: SAHMEADOW 09/2019 (01 POST)

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE: ST Andrew’s Hospital: Meadowsweet Clinic

REQUIREMENTS: Senior Certificate. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

Skills: Knowledge of nursing care and processes and procedures, Basic 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

DUTIES: To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs
of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

ENQUIRIES : Mrs VV Ncume Tel No: (039) 4331955 EXT 286
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 disability and African male are encouraged to apply
CLOSING DATE : 24 January 2020

POST 01/112 : CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: STC 02/2020 (01 POST)

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 969 per annum Other Benefits 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

CENTRE REQUIREMENTS : St Chads CHC
Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2020).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience:

Grade 1:A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing .At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skills, Training and Competencies Required Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

DUTIES : Provision of nursing comprehensive of service according to PHC CORE packages. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administration services. Involvement with community stakeholder meetings and various committees. Provision of staff development through EPMD&S management, clinical teaching, trainings, workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosing and treatment and care of patients at Primary Health Care level. Initiate community projects, involvement in Operation Sukuma Sakhe projects. Ensure safe and clean environment according to IPC standards. Utilize human and other resources efficiently in a cost effective maner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Be involved in clinical audits. Ensure Data management. Advocate for nursing ethics and professionalism. Conduct health awareness/campaigns and ensure priority programmes indicators are achieved.Hours of duty 40 hours per week.Shift work(day and night duty).Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.
ENQUIRIES: Mrs C.I.Ndlovu Tel No: (036) 6379600.
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
FOR ATTENTION: Mr S.D.Mdletshe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.
CLOSING DATE: 27 January 2020
POST 01/113: CLINICAL NURSE PRACTITIONER REF NO: GJC 01/2020 (X2 POSTS)
SALARY: R383 226 per annum Other Benefits: 13th cheque, Rural allowance 12% of annual salary, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
CENTRE REQUIREMENTS: GJ Crookes Hospital – Philani Clinic & Mgangeni Clinic
Grade 12 (senior certificate). Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC as a General Nurse, Midwifery. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care: Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients’ Rights Charter, Labour Relations Act. Leadership, organizational skills, decision making skills and problem solving skills. Good communication and interpersonal skills. Basic computer skills.
DUTIES: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating.
provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain 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 standards at primary health care facilities.

ENQUIRIES : Dr. B Shange Tel No: (039) 978 7001
APPLICATIONS : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION : Mr. JL Majola
NOTE : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful. NB: Candidates should separate applications if they are interested to apply in both clinics.

CLOSING DATE : 24 January 2020 at 16h00
POST 01/114 : PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY) (X3 POSTS) REF NO: PMMH/PNOS/04/19

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

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Grade.1 Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse. A post basic qualification in ‘Advanced Midwifery and Neonatal Nursing Science’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade.2 Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse. A post basic qualification in ‘Advanced Midwifery and Neonatal Nursing Science’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty (i.e. Maternity) after obtaining the 1-year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the ear preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES : Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Maintain
professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.

ENQUIRIES: Ms SS Buthelezi Tel No: (031) 9078323
APPLICATIONS: should be posted to The Human Resource Department, Prince shiyeni Memorial Hospital, Private Bag X07, Mobeni,4060
FOR ATTENTION: Mrs J Murugan
NOTE: NB: Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

CLOSING DATE: 24 January 2020

POST 01/115: CLINICAL NURSE PRACTITIONER – MBHEKAPHANSI CLINIC – OUTREACH REF NO: UMP 18/2019

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade2: R471 333 – R579 696 per annum

CENTRE: Umphumulo Hospital

REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2020) council receipt

Grade 1: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. Grade 2 A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in paediatrics after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current and previous experience endorsed by the HR department. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act/Occupational Health and Safety Act/Patient’s Rights Charter/Batho Pele principles/Public Service Regulations/Labour Relations Act eg. Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication and interpersonal skills. Ability to function as part of a team. Basic computer literacy

DUTIES: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Implement a comprehensive nursing care plan/program for promotion of health, self-care and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions in accordance with prescribed norms, standards and guidelines. Screen health problems and diseases in accordance with norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Report and communicate on the continuity of care to the care givers and members of the health team. Create and maintain a complete and accurate nursing record for individual health care users. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Demonstrate and understand traditional healing practices within the health care user’s belief. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Communicate with multi-disciplinary health teams, organisations and special interest groups when dealing with community health issues and needs. Implement nursing interventions to achieve expected outcomes. Participate in the training and development of students. Assist in ordering of stock. Ensure proper utilization of resources and exercise care over government property

ENQUIRIES: N. A. Mbhele Tel No: (032) 4814199
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department,

FOR ATTENTION: Mr S. M. Naidoo
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must
be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified.

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 31 January 2020
POST 01/116 : CLINICAL NURSE PRACTITIONER (ORTHOPEDICS') GRADE 1 REF NO: KCHC ORTH 09/19
SALARY : R383 226 – R444276 per annum Additional Benefit: 8% Rural Allowance
CENTRE : Kwa-Mashu Community Health Centre
REQUIREMENT : Certified copy of Grade 12/Matric certificate or equivalent, Certified copy of Basic R425 qualification, Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year (1) post basic qualification with a duration of at least 1 (one year) in Orthopaedics’ Nursing Science accredited with the SANC Current registration with SANC as a Professional Nurse (2019 SANC receipt). A minimum of 4 (four years) appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Proof of work experience (Certificate of Service) endorsed by Human Resource Section. Knowledge, Training, Skills & Competencies required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients’ rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care, Leadership, organizational decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills and Computer skills in basic programs.

DUTIES : Ensure that high quality nursing care is rendered to all clients accessing the CHC requiring Orthopaedic care. Ensure that there is proper management and integration of HAST programs to PHC programs in Casualty department. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at Orthopaedic care. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. ideal clinic realization and maintenance (ICRM) and National core standards (NCS). Maintain a constructive working with the multidisciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr. F.S. Matibela Tel No: (031) 504 8054
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 at P61 Mkhiwane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
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, Grade 12/Matric certificate or equivalent, 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 KCHC MED 04/2019. 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 : 24 January 2020

POST 01/117 : CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: DARN 04/2019 (01 POST)
Component: darnall clinic

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

CENTRE : Ilembe Health District Office

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

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

**ENQUIRIES:** Mrs. R Bhagwandin (PHC Supervisor) Tel No: (032) 4373600

**APPLICATIONS:** Please forward applications for the attention of: Human Resource Department: The District Director, Ilembe Health District Office, Private Bag x10620, Stanger 4450

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

**CLOSING DATE:** 24 January 2020

**POST 01/118:** CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: SHAK 03 /2019 (02 POSTS)

Component: Shakasraal Clinic

**SALARY:**

- Grade 1: R383 226 per annum plus 8% rural allowance
- Grade 2: R471 333 per annum plus 8% rural allowance

Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE:** Ilembe Health District Office

**REQUIREMENTS:**

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

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

ENQUIRIES : Mr. AP Makhani (PHC Supervisor) Tel No: (032) 4373600
APPLICATIONS : Please forward applications for the attention of: Human Resource Department: The
CENTRE : District Director, ILembe Health District Office, Private Bag x10620, Stanger 4450
NOTE : Directions to Candidates: The following documents must be submitted, Application for
POST 01/119 : PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTYSTREAM) REF NO: PN//ORTHO
CLOSING DATE : 24 January 2020
POST 01/119 : PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTYSTREAM) REF NO: PN//ORTHO
03/19 (X1 POST)
PAYMENT : Grade 1: R383 226 – R444 276 per annum
Grade.2: R471 333 – R579 696 per annum Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) in-hospital Area Allowance (8% of basic salary)
CENTRE : Prince Mshiyeni Memorial Hospital
REQUIREMENTS : Grade.1: Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019)
Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade.2 Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019)
Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration
as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty (i.e. Orthopaedic) after obtaining the 1-year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment—one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service.

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

**DUTIES**

Key Performance Areas:
- Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient.

**ENQUIRIES**

Ms IF Mpanza Tel No: (031) 907 8248

**APPLICATIONS**

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

**FOR ATTENTION**

Mrs TZ Makanya

**NOTE**

NB: Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**CLOSING DATE**

24 January 2020

**POST 01/120**

CLINICAL NURSE PRACTITIONER – (PHC STREAM) REF NO: CNP 01/2020 (01 POSTS)

Directorate: Dundee Hospital

**SALARY**

Grade 1: R383 226 – R444 276 per annum

Grade 2: R471 333 – R579 696 per annum Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE**

Elandskraal Clinic

**REQUIREMENTS**

Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nurse and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2020). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with duration of at least one (1) year. Appropriate/recognizable experience after registration in the Post Basic Qualification. Proof of previous experience and current working experience signed and stamped by the Human Resource Manager must be attached. Experience **Grade 1:** A minimum of 4 years appropriate/recognizable experience as nursing after registration with SANC in general nursing. at least one year Post Basic Nursing qualification in Advance Midwifery and Neonatal Nursing Science. Experience **Grade 2:** A minimum of 14 years appropriate/recognizable experience as nursing after registration with SANC in general nursing. At least 10 years Post Basic qualification in Advance Midwifery and Neonatal Nursing Science. Valid Driver's License code 8 or 10.Knowledge, Skills and Competencies Required: Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Knowledge of Labour relations and disciplinary procedures. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

93
**DUTIES**

Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative and rehabilitative services to the clients and community. Maintain intersectoral collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the HR performance through EPMDS. Ensure data management is implemented and monitored.

**ENQUIRIES**

Mrs. I.D Khumalo
Tel No: (034) 2121111 ext 259

**APPLICATIONS**

Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

**CLOSING DATE**

24 January 2020

**POST 01/121**

**CLINICAL NURSE PRACTITIONER – (WBOT) REF NO: CNPSIP 02/2020 (01 POST)**

Directorate: Dundee Hospital

**SALARY**

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE**

Siphimpilo Clinic

**REQUIREMENTS**

Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nurse and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2020). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with duration of at least one (1) year. Appropriate/recognizable experience after registration in the Post Basic Qualification. Proof of previous experience and current working experience signed and stamped by the Human Resource Manager must be attached. Experience Grade 1: A minimum of 4 years appropriate/recognizable experience as nursing after registration with SANC in general nursing. At least one year Post Basic Nursing qualification in Advance Midwifery and Neonatal Nursing Science. Experience Grade 2: A minimum of 14 years appropriate/recognizable experience as nursing after registration with SANC in general nursing. At least 10 years Post Basic qualification in Advance Midwifery and Neonatal Nursing Science. Valid Driver’s License code 8 or 10.

**Knowledge, Skills and Competencies Required:**

- Understanding of nursing legislation and related ethical nursing practice.
- Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework.
- Interpersonal skills including public relations, negotiating, conflict handling and counseling skills.
- Good communication skills.
- Good organizational skills.

**DUTIES**

Performance of basic clinic nursing practice in accordance with the scope of practice and standards as determined by relevant health facility. Utilize equipment and transport allocated proficiently and promote its use and safe keeping. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practice. Ensure accurate management of data and maintenance of patients’ records. Provision of nursing care at household and community level. Follow up on immunization to identify missed opportunities and catch-up. Support Operation Sukuma Sakhe activities. Conduct interventions at household level. Screening and management of TB/HIV and other non-communicable diseases. Assist in identification of training needs of CHW during support visit at household.

**ENQUIRIES**

Mrs. I.D Khumalo
Tel No: (034) 2121111 ext 259

**APPLICATIONS**

Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

**CLOSING DATE**

24 January 2020
POST 01/122 : CLINICAL NURSE PRACTITIONER – (HAST PROGRAMME) REF NO: CNPHAST 03/2020 (01 POST)
Directorate: Dundee Hospital

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2 R471 333 – R579 696 per annum Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Dundee Hospital -PHC

REQUIREMENTS : Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nurse and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2020). Post-Basic Nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Health assessment, Diagnosis, Treatment and care. Appropriate/recognizable experience after registration in the Post Basic Qualification. Proof of previous experience and current working experience signed and stamped by the Human Resource Manager must be attached. Experience Grade 1: A minimum of 4 years appropriate/recognizable experience as nursing after registration with SANC in general nursing.at least one year Post Basic Nursing qualification in Advance Midwifery and Neonatal Nursing Science. Experience Grade 2: A minimum of 14 years appropriate/recognizable experience as nursing after registration with SANC in general nursing. At least 10 years Post Basic qualification in Advance Midwifery and Neonatal Nursing Science. Valid Driver’s License code EB (Code 8) or C1 (Code 10).Knowledge, Skills and Competencies Required: Leadership, organizational, decision-making, supervisory and problem solving abilities within limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Communication and Interpersonal skills including public relations, negotiating, conflict handling, negotiating, coaching and counseling skills. Ability to formulate patient care related policies, vision, mission and objective of the clinic. Financial and budgetary knowledge and skills pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Knowledge of HIV/AIDS and TB programmes.

DUTIES : Provision of an integrated quality and comprehensive Primary Health Care service by promoting health, prevention of disease, curative and rehabilitative services to the clients and community. Support all facilities with screening of non-communicable and communicable diseases including TB/ HIV. Provide support with the implementation of PICT, literacy classes and adherence counselling to all clients. Responsible for support and the implementation of HAST programmes in the facilities. Display a concern for patients on HAST programmes by promoting advocacy, disclosure and adherence to treatment and care, thus ensuring that facilities comply with the Batho Pele principles. Improve outcomes by focusing on the prevention, promotion, curative and rehabilitative approach through the implementation of policies, guidelines and SOPs. Attend Nerve Centre meetings to monitor performance on 90, 90, 90 strategic HAST indicators. Identity training needs all facilities and liaise with PHC trainer for support considering his/her expertise in the HAST programme. Ensure communication with other stakeholders is being improved through OSS interventions. Ensure communication with other stakeholders is being improved through OSS interventions. Support the realization and maintenance of Ideal Clinic programme (ICRM) and National Core Standards (NCS) in the facilities targets are met.

ENQUIRIES : MRS I.D Khumalo Tel No: (034) 2121111 ext 259
APPLICATIONS : Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000
CLOSING DATE : 24 January 2020

POST 01/123 : PROFESSIONAL NURSE (SPECIALTY) ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: SAP 14/2019

SALARY : Grade 1 R383 226 - R444 276 per annum
Grade 2 R471 333 - R579 696 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)
CENTRE : St Apollinaris Hospital

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019)

Experience: Grade 1: A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

DUTIES : Co-ordinate optimal, holistic, specialized nursing care with set standards and within a Professional/legal framework. Ensure that CARMMA strategy, saving mothers and Saving Babies Recommendations are implemented. Complete patient related data, partake in PPIP and sub-district perinatal meeting. Implement National Core Standards guidelines and standard operational plans. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care.

ENQUIRIES : Miss NT Buqa at Tel No: (039) 8338117/8000

APPLICATION : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,

FOR ATTENTION : Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. “People with disabilities should feel free to apply”. The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

POST 01/124 : PROFESSIONAL NURSE (SPECIALTY) MEDICAL AND SURGICAL NURSING SCIENCE (OPERATING THEATRE) REF NO: SAP 13/2019

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)

CENTRE REQUIREMENTS : St Apollinaris Hospital

Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Medical and Surgical Nursing Science (Operating Theatre) with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience:
Grade 1: A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year post basic qualification in Medical and Surgical Nursing Science (Operating Theatre)
Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Medical and Surgical Nursing Science (Operating theatre).Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

DUTIES : Provision of optimal, holistic specialized nursing care in Theatre with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems

ENQUIRIES : Miss TE Kumalo at Tel No: (039) 8338113/8000
APPLICATION : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,
FOR ATTENTION : Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign
qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. “People with disabilities should feel free to apply”. The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

**CLOSING DATE:** 31 January 2020.

**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: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

**CLOSING DATE:** 27 January 2020 (at 16h00). Applications received after the closing date and time will not be considered.

**NOTE:** 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 licence (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).
MANAGEMENT ECHELON

POST 01/125 : DIRECTOR: LABOUR RELATIONS REF. NO: P 01/2020
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R1 057 326 per annum (all Inclusive remuneration package)
CENTRE : Inkosi Mhlabaunzima Maphumulo House, Pietermaritzburg

DUTIES : Manage discipline and labour relations: Draft Departmental guidelines in respect of disciplinary procedures and policies. Appoint Presiding and Investigating Officer to dispose of misconduct enquiries. Provide advice and support on disciplinary matters. Lead evidence and preside in disciplinary enquiries and other labour relations matters. Render effective and efficient disciplinary procedures and guidance. Ensure compliance with standard disciplinary procedures and measures. Ensure effective labour dispute resolution services. Render effective utilization of Investigating and Presiding Officers. Manage investigations regarding misconduct and other labour relations cases. Ensure compliance with standard misconduct procedures and measures. Render advice and guidance on misconduct cases. Ensure an effective policy and internal control environment. Monitor and evaluate the disciplinary process. Manage the provision of grievances and disputes: Manage standard grievance procedures and measures. Manage Departmental dispute settlement. Render a consultative and advisory service to the Department. Manage and conduct grievance investigations and dispute resolution. Ensure effective conciliation, arbitration and dispute resolution processes. Conduct workshops and information session on labour relations aspects. Ensure an effective policy and internal control environment. Monitor and evaluate the grievance and dispute resolution processes. Manage Departmental collective bargaining: Liaise and co-ordinate employer caucus processes. Supervise and facilitate liaison between the Department and organized labour. Represent the Department at Provincial and National Labour Relations Forums. Represent the Department at Bargaining Council and CCMA structures. Administer agreements and memorandum of understanding. Ensure the provision of secretariat service to labour relations meetings and task teams. Follow up on matters with organized labour. Promote liaison between unions and management. Facilitate and co-ordinate information dissemination of applicable statistics and reports. Develop strike management procedures and implementation plans. Manage the development, implementation and co-ordination of policies: Manage the implementation of National, Provincial and Departmental frameworks. Manage the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard to compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders. Ensure timeous finalization of grievances and disciplinary processes. Ensure effective record keeping and reporting of labour relations matters. Manage the
resources of the Directorate: Manage human resources. Manage financial resources. Manage assets of the Directorate.

**ENQUIRIES** : Ms C Zwane Tel No: (033) 355 8902
**FOR ATTENTION** : Mr C McDougall
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.
APPLICATIONS: Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 24 January 2020

NOTE: The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed Z83, obtainable from any Public Service Department, and should include a certified copy of ID, Qualifications and comprehensive CV with three contactable referees. Failure to submit the requested documents will result with your application not being considered. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position.

MANAGEMENT ECHELON

POST 01/126: DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2019/01

Job Purpose: To manage and coordinate Provincial Research Development, Evaluation and Innovation

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

CENTRE: Mmabatho

REQUIREMENTS: Honour’s degree in Public Administration and/or equivalent (NQF level and credits). Master’s degree will be an added advantage. Five (5) years’ experience in research and, evaluation environment at middle management in the Public Service. Sound knowledge of public service legislation. Sound knowledge of strategic planning, monitoring and evaluation; report writing; research and analytical skills. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

DUTIES: Development and management of the Provincial Research Agenda. Identification, Commissioning and Undertaking of Provincial Research. Coordinate research innovation initiatives in the province. Foster partnerships with knowledge institutions. Institute and coordinate evaluation in the province.

ENQUIRIES: Mr. B.P. Maboe Tel No: (018) 388-4012
PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

ERRATUM: kindly note that the post of Assistant Director: labour relations Post No: 45/223: Centre west coast district, advertised in public service vacancy circular 45 date 13 December 2019 it has been withdrawn sorry for the inconvenience.

OTHER POSTS

POST 01/127: ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)

SALARY: R614 991 per annum (PN-B4)
CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional body: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

DUTIES: (key result areas/outputs): Provide innovative leadership in the allocated area (Operating Theatre and Recovery Room) to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES: Mr A Mohamed, Tel No: (021) 404-2071, E-mail: Aghmat.Mohamed@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE: 31 January 2020

POST 01/128: ASSISTANT MANAGER: NURSING (SPECIALITY AREA) AREA: TRAUMA AND EMERGENCY

SALARY: R614 991 per annum (PN-B4)
CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. A post basic nursing qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or General with duration of at least 1 year, accredited with the South African Nursing Council in the
specially referred to above. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Will be required to work shifts, weekends and public holidays. A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills.

DUTIES
(key result areas/outputs: The candidate will be responsible for management and co-ordination of clinical nursing care in the trauma and emergency area. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment. Support the Nursing department and the institution.

ENQUIRIES
Ms FCG Marthinus, Tel. No: (021) 938-4055 or email: Francilene.Marthinus@westerncape.gov.za

APPLICATION
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications"

NOTE
No payment of any kind is required when applying for this post.

CLOSING DATE
31 January 2020

POST 01/129
ASSISTANT MANAGER NURSING (AREA: NIGHT DUTY)
Chief Directorate: Metro Health Services

SALARY
R562 800 per annum (PN-A7)

CENTRE
Victoria Hospital

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 requirements of the job: 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
(key result areas/outputs): 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
Mr P Jeftha, Tel. No: (021) 799-1125, E-mail: Patrick.Jeftha@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: 31 January 2020

**POST 01/130:** OPERATIONAL MANAGER NURSING (SPECIALITY: OPERATING THEATRE)

**SALARY:** R562 800 per annum (PN-B3)

**CENTRE:** Groote Schuur Hospital, Observatory

**REQUIREMENTS:** Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

**DUTIES:** (key result areas/outputs): Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery and research.

**ENQUIRIES:** Mr A Mohamed, Tel. No: (021) 404-2071, E-mail: Aghmat.Mohamed@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: 31 January 2020

**POST 01/131:** OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: PAEDIATRIC WARD)

Chief Directorate: Metro Health Services

**SALARY:** R444 276 per annum (PN-B3)

**CENTRE:** Karl Bremer Hospital

**REQUIREMENTS:** Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills (Ms Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of Financial Management. Appropriate knowledge/skills in general nursing science.
DUTIES: (key result areas/outputs): Responsible for the coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

ENQUIRIES: Ms E Linden-Mars, Tel. No: (021) 918 1224, E-mail: Ethel.Linden-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: 31 January 2020

POST 01/132: OPERATIONAL MANAGER NURSING (GENERAL)
Chief Directorate: Metro Health Services

SALARY: R444 276 per annum (PNA-5)
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. Experience: Grade 1: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Inherent requirements: Ability and willingness to work shifts which includes after hours hospital cover including weekends, public holidays and 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 Health 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: (key result areas/outputs): Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient 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. Analysis and interpretation. 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: Aletta.Brown@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: 31 January 2020

POST 01/133: CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE)
Chief Directorate: Rural Health Services

SALARY: Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
CENTRE: D’Almeida CDC, Mossel Bay 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 qualification with duration of at
least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recongnisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver’s licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES
(key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO’s. Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES
Ms M. S Manuel Tel: No: (044) 404-6106 or email: Maria.Manuel@westerncape.gov.za

APPLICATION
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications)

NOTE
No payment of any kind is required when applying for this post.

CLOSING DATE
31 January 2020

POST 01/134
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: HIGH CARE)
Chief Directorate: Metro Health Services

SALARY
Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)

CENTRE
Victoria 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 Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration with the SANC (2019/2020). Experience: Grade 1: A minimum of 4 years appropriate/recongnisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recongnisable experience in the specific speciality after obtaining the 1 year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Provide relief services within the team and provide after hour cover and work shifts as required. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.

DUTIES
(key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards.

ENQUIRIES
Mr P Jeftha, Tel. No: (021) 799-1125, E-mail: Patrick.Jeftha@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
31 January 2020
POST 01/135 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 per annum (PN-B1)
          Grade 2: R471 333 per annum (PN-B2)

CENTRE : Victoria 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 the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of annual registration with the SANC (2019/2020). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1 year post-basic qualification referred to above. Inherent requirement of the job: Willingness to work shifts and week-ends. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing, as well as day patient care.

DUTIES : (key result areas/outputs): Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses and Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.

ENQUIRIES : Mr P Jeftha, Tel. No: (021) 799-1125, E-mail: Patrick.Jeftha@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 : 31 January 2020

POST 01/136 : ASSISTANT DIRECTOR: ASSET MANAGEMENT

SALARY : R376 596 per annum

CENTRE : Groote Schuur Hospital, Observatory


DUTIES : (key result areas/outputs): Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.
ENQUIRIES : Ms A Bezuidenhout, Tel. No: (021) 404-3248, E-mail: annelise.bezuidenhout@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 : 31 January 2020
POST 01/137 : ASSISTANT DIRECTOR: CORPORATE SERVICES (ADMINISTRATION MANAGER)

(6 Month Contract)
West Coast District

SALARY : R376 596 per annum, plus 37% in lieu of benefits
CENTRE : Bergriver Sub-district, Radie Kotze Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree.
Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirement of the job: Valid (code B/EB) driver’s licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
DUTIES : (key result areas/outputs): Efficient and effective strategic planning of the corporate services in the Bergriver Sub-district (Radie Kotze Hospital, Lapa Munnik Hospital with support to PHC Services). Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support to Medical Manager and management team.

ENQUIRIES : Dr C Prins, Tel. No: (022) 487-9201, E-mail: Carlo.Prins@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 : 31 January 2020
POST 01/138 : COMMUNITY LIAISON OFFICER

Central Karoo District

SALARY : R316 791 per annum
CENTRE : Central Karoo District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3 year National Diploma or Degree.
Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirement of the job: Valid (Code B) driver’s licence and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy.
DUTIES : (key result areas/outputs): Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the communities and health in order to realize community participation in Health. Overall coordination and monitoring of the on-going activities within the committees and community structures within the Central Karoo District in order to build healthy communities (Wellness and events). Assist and support with the establishment and implementation of clinic committees/statutory structures. Consolidate and prepare all relevant reports.

ENQUIRIES : Ms J Nel, Tel. No: (023) 814-2351, E-mail: Janine.Nel@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 : 31 January 2020
**POST 01/139**  
**ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**  
Cape Winelands Health District

**SALARY**  
Grade A: R190 653 per annum  
Grade B: R224 574 per annum  
Grade C: R262 176 per annum

**CENTRE**  
Brewelskloof Hospital, Breede Valley Sub-district

**REQUIREMENTS**  
Minimum educational qualification: Appropriate Trade Test Certificate of an accredited institution. 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 and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Appropriate experience in the carpentry field, general carpentry repairs and partitioning. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.

**DUTIES**  
(key result areas/outputs): Maintenance and repair of all plant and equipment at Brewelskloof Hospital and Clinics in the Breede Valley Sub-district under the supervision of the Artisan Foreman. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering, tiles and dry walling where required. Perform necessary administrative functions, train and supervise subordinates and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with maintenance projects as required.

**ENQUIRIES**  
Mr G Scanlen, Tel. No: (023) 348-1347; E-mail: Gerrit.Scanlen@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**  
31 January 2020

**POST 01/140**  
**ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
West Coast District

**SALARY**  
R173 703 per annum

**CENTRE**  
Vredenburg Hospital, Saldanha Bay Sub-district

**REQUIREMENTS**  
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate practical Asset Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Physically able to lift/move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS). Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**  
(key result areas/outputs): Maintain and update asset register. Procure assets and services on IPS and adjudicated. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update, bar-coding and maintenance of equipment. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.

**ENQUIRIES**  
Ms ME van Vuuren, Tel. No: (022) 709 7213 or email: Margaret.Vanvuuren@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 : 31 January 2020

POST 01/141 : ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)
Chief Directorate: Metro Health Services

SALARY : R173 703 per annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience regarding the Personnel administration. Appropriate experience in Recruitment and Selection processes. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Proficient (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Human Resource prescripts in the Public Service.

DUTIES : (key result areas/outputs: Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters. Assist with all other administrative functions in the personnel component. Handling the Recruitment and Selection processes within the institution. Audit personnel, pension and leave files.

ENQUIRIES : Ms CC Johnson, Tel. No: (021) 377-4499 or email: Clara.Johnson@westerncape.gov.za

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 31 January 2020

POST 01/142 : ADMINISTRATIVE CLERK: SUPPORT SERVICES

SALARY : R173 703 per annum

CENTRE : Groote Schuur Hospital, Observatory


DUTIES : (key result areas/outputs): Provide admin and secretarial support services to the department. Provide telephonic support for staff allocations and clinical services. Type documents, reports, assist with daily and after-hours staff roster, correspondence, photocopy, email and fax relevant documents. Setup meetings, arrange logistics and take minutes at meetings. Order stationary, equipment and office consumables. Collate and ensure timeous submissions of statistics data.

ENQUIRIES : Mr J Corner, Tel. No: (021) 404-2303 email: jonathan.corner@westerncape.gov.za

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate will be subjected to a practical test.

CLOSING DATE : 31 January 2020

POST 01/143 : SOCIAL AUXILIARY WORKER GR 1 TO 3 (2 POSTS)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R148 215 per annum
Grade 2: R176 982 per annum
Grade 3: R211 323 per annum

CENTRE : Kraaifontein Community Health Centre (1 Post), Delft Community Health Centre (1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Experience: Grade 1: None experience required. Grade 2: A minimum of 10 years’ appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP and successful completion of 2nd academic year of an
appropriate qualification that allows for registration as Social Worker with SACSSP. 

**Grade 3:** A minimum of 20 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP or 10 years’ experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP or No experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Willingness to work flexitime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Ability to work in a team or as a member of a multi-disciplinary team. Knowledge of the various aspects of palliative care in a Community Health Centre setting. Skills in grief and bereavement counselling, psycho-social assessment and administration. Sound knowledge of relevant community resources. Good interpersonal and written and verbal communication skills.

**DUTIES**
(key result areas/outputs: Undertake psychosocial assessments, appropriate community referrals, future plans for patients. Counselling patients and families. Maintain all administration functions on work undertaken. Undertake telephonic patient follow up and provide appropriate follow up to multi-disciplinary team and undertake training as requested.

**ENQUIRIES**
Mr AE Patientia, Tel No: (021) 815 8894 or email: Alfonso.Patientia@westerncape.gov.za

**APPLICATION**
Applicants apply online: www.westerncape.gov.za/health-jobs (click *online applications

**NOTE**
No payment of any kind is required when applying for this post.

**CLOSING DATE**
31 January 2020

**POST 01/144**

**LINEN SUPERVISOR**

**SALARY**
R145 281 per annum

**CENTRE**
Groote Schuur Hospital, Observatory

**REQUIREMENTS**
Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9 (Std 7). Experience: Appropriate linen management experience in a healthcare environment. Inherent requirements of the job: Willingness to work weekends and public holidays. Perform relief duties within the hospital linen management setup. Must be able to lift heavy linen bags. Competencies (knowledge/skills): Ability to work under pressure. Ability to achieve and maintain good interpersonal relations with staff and the service provider. 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**
(key result areas/outputs): Effective quality control of outsourced hospital linen. Assist with the monitoring of contractual obligations with regard to the contracted hospital linen service provider. Counting and reconciliation of Bulk Clean and soiled Hospital Linen. Be part of the Linen pre-condemning committee of the hospital. Perform certain filing/computer and admin functions. Liaise with various internal departments regarding hospital linen matters. Required to work in the soiled and clean linen areas of the hospital’s Linen Bank.

**ENQUIRIES**
Ms U Sandile, Tel. No: (021) 404-4388, E-mail: Unathi.Sandile@westerncape.gov.za

**APPLICATIONS FOR ATTENTION**
To Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**NOTE**
No payment of any kind is required when applying for this post.

**CLOSING DATE**
31 January 2020

**POST 01/145**

**HANDYMAN**
Cape Winelands Health District

**SALARY**
R145 281 per annum

**CENTRE**
Cape Winelands TB Centre

**REQUIREMENTS**
Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Ability to do stand-by duties as required. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Be conversant with the
requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Preference would be given to candidates who have done the SAQCC gas: Safe Handling Course or LPG SASA Course.

**DUTIES**

(key result areas/outputs): Assist with repairs and installation of objects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical and refrigeration. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, and calorifiers and air conditioners/cold rooms. Basic welding repairs and installations. Obtain quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

**ENQUIRIES**

Mr GFW Scanlen, Tel. No: (023) 348-1347/1320, E-mail: Gerrit.Scanlen@westerncape.gov.za

**APPLICATIONS FOR ATTENTION**

To Medical Manager, Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

31 January 2020

**POST 01/146**

**GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

**SALARY**

R102 534 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy skills. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy objects or boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

(key result areas/outputs): Collect waste or medical waste from different wards or theatre, any other area as well as the external pick up points. Effectively operate equipment to perform cleaning functions. Provide effective support to the Principal General Foreman with regards to the cleaning of the institution.

**ENQUIRIES**

Ms C Johnson, Tel No: (021) 938-5327 or email: Courtney.Johnson@westerncape.gov.za

**APPLICATION FOR ATTENTION**

The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

31 January 2020

**POST 01/147**

**PORTER**

Chief Directorate: Rural Health Services

**SALARY**

R102 534 per annum

**CENTRE**

Paarl Hospital

**REQUIREMENTS**

Minimum requirement: Basic Numeracy and Literacy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit to lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Prepared to handle corpses (deceased bodies). Prepared to work in all departments/wards in hospital. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.

**DUTIES**

(key result areas/outputs: Safe transport of patients on trolleys, beds and wheelchairs to and from different departments/wards and in and out of ambulances/private vehicles. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment. Effective & efficient control of equipment and reporting any defects of trolleys and wheelchairs to supervisor. Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments and transport blood and blood products.

**ENQUIRIES**

Ms GP Storm, Tel. No: (021) 860-2844 or email: Genevieve.Storm@westerncape.gov.za

**APPLICATION**

The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
FOR ATTENTION: Mr K. Cornelissen
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 31 January 2020

POST 01/148: FOOD SERVICE AID
Garden Route District

SALARY: R102 534 per annum
CENTRE: Mossel Bay Hospital
REQUIREMENTS:
Minimum educational qualification: Basic Literacy. Experience: Appropriate experience in a large food service unit. 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. Knowledge and understanding of the basic food groups and cooking methods. Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Ability to be trained in preparing of normal and therapeutic diets.

DUTIES:
(key result areas/outputs: Assist in receipt, store of all provisions and stock in the food service unit. Prepare, 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. Provide milk feed to babies that are safe and made according to the Standard Operational Plan.

ENQUIRIES: Mr B Caffoen, Tel No: (044) 604-6114 or email: Benjamin.Caffoen@westerncape.gov.za
APPLICATION: The Director: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 31 January 2020

POST 01/149: DRIVER (LIGHT DUTY VEHICLE)
Chief Directorate: Metro Health Services

SALARY: R102 534 per annum
CENTRE: Gugulethu Community Health Centre
REQUIREMENTS:

DUTIES:
(key result areas/outputs): Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting of vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.

ENQUIRIES: Mr M October, Tel. No: (021) 633 0020 or email Martin.Oktober@westerncape.gov.za
APPLICATION: The Facility Manager, Gugulethu Community Health Centre, NY3 Cnr NY77 & NY78, Gugulethu, 7750.

FOR ATTENTION: Mr M October
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 31 January 2020

POST 01/150: CLEANER
Chief Directorate: Rural Health Services

SALARY: R102 534 per annum
CENTRE: Worcester Hospital
REQUIREMENTS:
Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in health environment. Competencies (knowledge/skills): Good
communication skills in two of the three official languages of the Western Cape. Knowledge of Standard Precautions of Infection Prevention and Control.

**DUTIES**

(key result areas/outputs: General cleaning and maintenance (dusting, vacuuming, polishing, scrubbing, mopping). Ensure that cleaning equipment e.g. polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored, according to Infection control standards. Effectively use cleaning agents and stock as well as elementary stock control. Management of linen and segregation of waste. Responsible for general hygienic and safe environment in line with Infection Control Standards and procedures, including the SEAT.

**ENQUIRIES**

Ms M Kok, Tel. No: (023) 348-1228 or email: Margareth.Kok@westerncape.gov.za

**APPLICATION**

The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester 6849

**FOR ATTENTION**

Ms H Swart

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

31 January 2020