PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 03 OF 2020
DATE ISSUED: 24 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:

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT: kindly note that the post of Director: infrastructure Financial with Ref No: HR/D/IF/03 advertised in Public Service Vacancy Circular 01 of 2020 dated 10 January 2020. The Requirement of the post has been amended as follows: An appropriate Degree in Build Environment or equivalent relevant qualification at NQF 7 with 6-7 years’ experience at a middle management level. Candidates who previously applied, do not need to re-apply.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA): Kindly note that the post of Customer Service Agent KZN with Ref No: CSA/KZN/2020/01-1c advertised in Public Service Vacancy Circular 02 dated 17 January 2020. Need to amend as the advertisement indicate that applications of individuals currently residing in Northern Cape Province may receive preference. This is incorrect and should be replaced with individuals currently residing in KZN Province may receive preference sorry for the inconvenience.
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## PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF DEFENCE

APPLICATIONS : Department of Defence, Training Command, Private Bag X161, Pretoria 0001, Hand delivery address: Buren Building Floor 1, Kasteel Park, 370 Jochemus Street (near Delmas Road) , Pretoria.

CLOSING DATE : 14 February 2020 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POST

POST 03/01 : ADMINISTRATION CLERK REF NO: DEF TRG INST/CECE/127/05
This post is being advertised internally and broader Public Service Circular

SALARY : R173 703 per annum (Level 05)
CENTRE : Civic Education Centre of Excellence. Poytons building, Pretoria
REQUIREMENTS : Minimum grade 12 certificate. Experience of at least one year in a clerical support environment with specific reference to a Training environment will be an advantage. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge and understanding of working procedures in terms of the working environment. Special Skills: Numeracy, Computer skills, operating equipment (photocopier) and Communication skills. (Verbal and written communication).

DUTIES : Provide administration of Civic Education Courses and Programmes presented in different units as per schedule. General administration and record keeping. Filling and Archiving of all course administration files and learner results. Distribution of course reports and certificates. Keeping statistics updated of all learning aspects of civic education and related issues. Control over resources assigned to the
Admin Office. The taking and compilation of the minutes for the Civic Education Centre of Excellence meetings. Guest speaker Administration. The administrative arrangements for educational tours which includes all Chapter nine institutions, National, Provincial and Local Government.

**ENQUIRIES**

: Ms E Du Preez Tel No: (012) 355 6567
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 07 February 2020

NOTE: Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The original certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. “The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

MANAGEMENT ECHELON

POST 03/02: CHIEF DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE

MANAGEMENT REF NO: 3/1/5/1 – 20/02

Branch: Corporate Services

SALARY: R1 251 183 per annum (All-inclusive salary package) of which 30% may be structured according to the individual’s needs

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor’s degree (NQF level 7) in the field of Strategic Planning and Performance Management and/or Communication, with at least 5 years proven experience in a senior managerial position. Required Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Technical competencies required: In depth knowledge and understanding of Strategic planning and performance management in the public service. High-level understanding of risk management, fraud and corruption prevention and business
continuity management. Sound knowledge of Government policies and key programmes and interest in Government affairs.

**DUTIES**
Manage the development and implementation of the organisation’s strategic plan and performance monitoring processes in line with relevant legislation. Develop, review and implement risk management (including fraud and corruption prevention and business continuity management) framework of the department in line with relevant legislation. Develop and implement the organisations planning processes in line with relevant legislation. Provide financial and personnel leadership and management to the Chief Directorate: SPPM. Oversee the Audit and Risk Management processes of the Chief Directorate.

**ENQUIRIES**
Ms Z Ngwenya Tel No: (012) 473 0472

**POST 03/03**
CHIEF FINANCIAL OFFICER REF NO: 3/1/5/1 – 20/03
Branch: Corporate Services

**SALARY**
R1 251 183 per annum (All-inclusive salary package) of which 30% may be structured according to the individual’s needs

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of an appropriate three year Bachelor’s Degree (NQF level 7) in the field of Financial Management, with at least 5 years proven experience in a senior managerial position. Required Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Technical Competencies required: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Excellent knowledge of registry, asset management procurement processes - (SCM). Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service, Registry and Supply Chain Management, and government communication.

**DUTIES**
Provision of sound financial, supply chain and auxiliary services management to enable Departmental Management to make informed decisions. Ensure an effective budget (MTEF adjusted and compiled), and the preparation of interim financial and annual financial statements. Maintaining an effective Supply Management System. Ensuring proper maintenance of systems of internal control, cash management, liabilities management and expenditure and revenue management. Identifying, managing and implementing risk and risk mitigation plans for the achievement of GCIS objectives. Ensure overall management and control of the CFO Chief-Directorate. Providing strategic advice to the Department in respect of Financial Management. Overseeing the budgeting and expenditure monitoring processes. Presenting the monthly financial reports to the Budget Committee and the Executive Committee. Ensuring the timeous submissions of Government Communication and Information System’s financial documentation to National Treasury. Providing professional financial advice to the line function managers. Ensuring full compliance to the PFMA, SCM Regulations, Treasury Regulations and all the relevant Acts relating to Auxiliary Services.

**ENQUIRIES**
Ms Zanele Ngwenya Tel No: (012) 473 0472

**OTHER POSTS**

**POST 03/04**
DEPUTY DIRECTOR: SYSTEMS DEVELOPER REF NO: 3/1/5/1-20/04
(12 Months Contract)
Directorate: Information Management Systems
Re-Advert those who previously applied do not need to re-apply

**SALARY**
R733 257 per annum (all-inclusive remuneration package)

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Computer Science or Information Technology or an equivalent qualification as
recognized by SAQA. Four (4) years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Specialized skills needed are Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages, Relational Database concepts and experience in SQL server for database design and SQL query design, Design and Develop Business Intelligent dashboards and Reports in Microsoft SQL Server 2012 Reporting Services, Systems Analysis, documentation and problem solving skills. Good logical and analytical thinking Ability to work independently, under pressure and in a team, time management and pro-activeness, fair understanding of project management. Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills.

**DUTIES:**

The candidate will be responsible to perform systems analysis, design and development based on user requirements. Develop Business Intelligent dashboards and reports for various systems. Work closely with the Director: Information Management Systems and other team members to provide system solutions. Evaluate, investigate and apply new technologies to enhance Information Management Systems within GCIS.

**ENQUIRIES:**

Ms Cathy Chen Tel No: (012) 473 0043

**POST 03/05:**

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-20/05

Directorate: Human Resource Management

**SALARY:**

R376 596 per annum

**CENTRE:**

Pretoria

**REQUIREMENTS:**

National Diploma (NQF 6) Degree (NQF 7) or in Human Resources Management or Public Management/ Administration. Three (3) years relevant experience in Human Resource Management field of which one (1) year should be at salary level seven (7) or eight (8) Certified copies of PERSAL certificates with completion of relevant courses (i.e. Leave Administration, Personnel Controllers’ Course; Personnel Administration course and establishment etc). Certified copy of Computer literacy in MS Office software package. Certified copy of Valid driver’s licence (copy must be attached). Ability to drive, willingness to travel and work after hours. Knowledge, interpretation and application of Public Service legislative frameworks and directives relevant to Human Resources policies, agreements, processes and procedures relating to Recruitment and Selection, Performance Management and Development System, Human Resources Administration, MMS and SMS package structuring. Good interpersonal relations with ability to interact and communicate well (verbally and in writing) with people at various levels. Excellent report writing skills. Problem-solving, creativity and initiative skills. Planning, Organising, execution, reliability and administrative skills. Analytical thinking, ability to pay attention to details and handle confidential information. Accountability and ability to work in a team. Ability to multitask and work under pressure.

**DUTIES:**

The successful candidate will be responsible for the supervision and management of Human Resources within the Directorate. Provide guidelines in line with Human Resource policies, practices and procedures to ensure implementation of Human Resource Plans. Management of Human Resources with regard to Recruitment and Selection processes (advertisements, verification of qualifications, secretariat functions at interviews, reporting the outcomes of recruitment and selection) including monitoring the filling of vacant posts within the set timeframes. Oversee personal suitability checks (criminal, credit, citizenship, etc.). Compile submissions for the approval of appointments. Provide advice to clients and management regarding recruitment and selection. Management of Organisational Structure and maintain post establishment and post structure for the Department, aligned to the approved organisational structure. Maintain an efficient filing and record keeping system. Compile management reports. Manage and ensure implementation of Performance Management Development System. Ensure implementation and monitoring of PMDS policy and standards. Conduct and arrange PMDS workshops. Coordinate the management of the Performance Improvement Plans. Coordinate the management of probation. Coordinate the moderation of
performance agreements and the moderation of performance evaluation results. Act as a secretariat during moderation committee meetings. Verify and implement rewards after approval. Compile submissions for implementation of PMDS incentives. Compile management reports. Maintain informative and accurate PMDS databases. Manage the administration of all service conditions and benefits. (i.e appointments; transfers; promotions; probations; home owners allowances; leave; long service recognition; pension; service bonus; PMDS; ill health retirements; service terminations and administration of PILLIR processes). MMS and SMS packages restructuring, processing of allowances (Overtime; standby; acting etc). Ensure effective personnel records management system is provided to the Directorate. Provide an effective information service regarding Human Resource administration matters. Administration of employment equity statistics for the Department and provide accurate data. Provide accurate data for Annual Report, Human Resource Plan and implementation of Human Resource policies. Supervision of subordinates within Human Resources section. Provide inputs of Human Resource Management reports and policies. Coordinate internal and external audits and draft measures to be implemented for audit findings.

ENQUIRIES: Mr Paul Kwerane Tel No: (012) 473 0407
GOVERNMENT PRINTING WORKS

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

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

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

CLOSING DATE: 07 February 2020, 12:00 noon.

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

MANAGEMENT ECHELON

POST 03/06: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: GPW2020/01

SALARY: R1 057 326 per annum (An all-inclusive remuneration package). The package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.

CENTRE: Pretoria

REQUIREMENTS: An appropriate degree or equivalent qualification (NQF level 7) in Supply Chain Management/Financial management or related field, 5-8 years’ proven experience in a supply chain management environment, 5 years’ experience at middle or senior management level, Sound knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFPA) and other relevant prescripts, Knowledge of Assets Management, Good understanding of good Corporate Governance Principles (King 1V), Computer literacy (MS Word, Excel, PowerPoint etc.), Ability to plan, co-ordinate, manage multiple projects, Excellent communication skills, People management, report writing and presentation skills.

DUTIES: Develop and direct the consolidated purchasing function to ensure that high-quality goods, services and strategic materials are obtained in the most cost-effective manner and delivered at the scheduled time, Manage tenders and contracts and
the development of tender specifications in line with the business requirements, Formulate and execute strategies for BBBEE development, utilising preferential procurement intervention, Achieve effective supplier management and purchasing results, Support and drive systems and process development and improvements, Manage the responsibility of procurement staff to ensure strategy implementation and that goals and objectives are accomplished, Provide for the smooth functioning of operational activities by way of a sufficient and uninterrupted flow of goods and services to the manufacturing leg of the GPW, Implement and manage an efficient, cost-effective and integrated Supply Chain Management system throughout the organization, Support SME engagement and development of sourcing and procurement strategies for a specific commodity area, Support the departmental objectives and expenditure budgets by ensuring alignment to the overall procurement approach and practices, Be responsible for tender management by reviewing tenders and making recommendations in line with procurement and user strategies, Quality management, Determine optimal inventory levels, People management.

ENQUIRIES
Mr TE Mamorare Tel. No: (012) 748-6223

POST 03/07
DIRECTOR: PRODUCTION MANAGEMENT (HIGH SECURITY PRINTING) REF NO: GPW2020/02

SALARY
R1 057 326 per annum (An all-inclusive remuneration package). The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines

CENTRE
Pretoria

REQUIREMENTS
A recognised degree (NQF level 7 or equivalent qualification) in an industry related field and/or business/commerce field, 7-10 years’ relevant experience in a manufacturing management environment of which 5 years must have been at middle/senior management level, Innovative problem-solving and analytical skills, Client orientation and focus, Computer proficiency, The ability to function in a team, Good written and verbal communication skill.

DUTIES
Provide strategic direction in coordinating and facilitating integrated planning and execution in a high-volume printing environment, Oversee the development and implementation of strategic and operational plans, Identify and timely resolve problems and opportunities central to business success Oversee and ensure products meet quality and related requirements, Meet all customer commitments through the production of timely, efficient and high-quality products and services, Maintain control measures to minimise waste and ensure optimum usage of production equipment, Implement and maintain systems and practices necessary for an effective, innovative, safe and continual improvement culture among staff, contractors and suppliers, Implement and maintain a high level of product security.

ENQUIRIES
Mr K Moodley Tel No: (012) 748-6306

OTHER POSTS

POST 03/08
ADMINISTRATION CLERK REF NO: GPW2020/03

SALARY
R173 703 per annum (Level 05)

CENTRE
Pretoria

REQUIREMENTS
Grade 12 or equivalent and 1-2 years’ administrative experience Computer literacy (MS Office) good communication skills (verbal and written) Problem-solving skills, Good interpersonal relations Attention to detail.

DUTIES
The successful candidate will provide support functions in the Strategic Support Directorate, Make follow-ups on outstanding information pertaining annual performance plans, Record minutes, memos, letters and other documents, Maintain filing system, Coordinate meetings, sessions and workshops, Coordinate meetings request of the directorate, Perform general clerical duties.

ENQUIRIES
Mr O Kgari Tel No: (012) 748-6180
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<td>REQUIREMENTS</td>
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<td>DUTIES</td>
<td>Interact with clients over the counter, Ensure that clients are furnished with the correct publications or other information at all times, Marketing of GPW of products, Issuing of stock, Stock Control, Attending to general enquiries, Reprinting of Government Gazette’s, Creating of quotations, Perform general clerical duties.</td>
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<td>ENQUIRIES</td>
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<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent and 1-2 years’ cashiers/finance/accounting experience Basic knowledge of PFMA and Treasury Regulations, Computer literacy (MS Office), Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail.</td>
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<tr>
<td>DUTIES</td>
<td>Receiving of daily cash, ensure that clients get correct change, Invoicing of cash sales, Do banking and filling of daily reports, Attend to general enquiries, Prepare daily reports, Manage daily sales transactions efficiently and accurately, Manage/monitor daily cash and deposits, Ensure adherence to internal financial control measures.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms M Toka Tel No: (012) 748-6066</td>
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DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The Department of Higher Education and Training is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this Work Integrated Learning and Graduate Internship posts.

APPLICATIONS: Please forward your application, quoting the relevant reference number and forward your application to: The Director General: Department of Higher Education and Training, Private Bag X174, Pretoria, 0001. Applications can also be hand delivered to the Department of Higher Education and Training, 123 Francis Baard Street, Crn Sophie De Bruyn and Francis Baard Street, Pretoria, Reception Area.

CLOSING DATE: 07 February 2020 at 16:00 pm

NOTE: Applications are hereby invited from suitably and qualified TVET students with an N6 Certificate and Post school Graduates for the Work Integrated Learning and Graduate Internship Programme. Applications must be submitted on form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 form must be completed and signed. The application form must be accompanied by a comprehensive CV (including three recent and contactable referees) and original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. The successful candidates will be subjected to a security clearance and verification of qualification. Correspondence will only be limited to shortlisted applicants only. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Failure to submit the required documents will automatically disqualify the applications. No faxes or e-mails applications will be accepted and applications that will be received after the closing date will not be considered. The successful candidates will be required to enter into a fixed Work Integrated Learning or Internship Programme contract for the period of two years and sign an annual performance agreement and will undergo full security vetting. People with disability are encourage to apply.

2020/22 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME

OTHER POSTS

POST 03/11: FIELD OF EXPOSURE: UNIVERSITY CAPACITY DEVELOPMENT REF NO: UE/2020/01
Branch: University Education
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in Humanities and Social Sciences/Public Admin and Management/Developmental Studies/Law, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/12: FIELD OF EXPOSURE: INTERNATIONAL SCHOLARSHIPS REF NO: UE/2020/02
Branch: University Education
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
Vacancies exist in the CENTRE for the following post  

**POST 03/13**  
**FIELD OF EXPOSURE: TEACHER EDUCATION REF NO: UE/2020/03**  
Branch: University Education  
(Graduate Internship for fixed period of 24 Months)  

**CENTRE**: Pretoria (Head Office)  
**REQUIREMENTS**: Unemployed South African Graduates, Degree in International Relations/Public Admin with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years  

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
Mr M Rooi: Tel No: (012) 312 5125

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

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**POST 03/14**  
**FIELD OF EXPOSURE: GOVERNANCE SUPPORT REF NO: UE/2020/04**  
Branch: University Education  
(Graduate Internship for fixed period of 24 Months)  

**CENTRE**: Pretoria (Head Office)  
**REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in Public Admin with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years  

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
Mr M Rooi: Tel No: (012) 312 5125

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

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**POST 03/15**  
**FIELD OF EXPOSURE: TEACHING QUALIFICATION & POLICY REF NO: UE/2020/05**  
Branch: University Education  
(Graduate Internship for fixed period of 24 Months)  

**CENTRE**: Pretoria (Head Office)  
**REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in Public Admin and Governance with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years  

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
Mr M Rooi: Tel No: (012) 312 5125

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

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**POST 03/16**  
**FIELD OF EXPOSURE: NATIONAL SKILLS AUTHORITY REF NO: SD/2020/06**  
Branch: Skills Development  
(Graduate Internship for fixed period of 24 Months)  

**CENTRE**: Pretoria (Head Office)  
**REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in Public Admin/Public Management/Office Management &Tech/Business Management with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years  

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
Mr M Rooi: Tel No: (012) 312 5125

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
**POST 03/17**: FIELD OF EXPOSURE: NATIONAL SKILLS AUTHORITY REF NO: SD/2020/07
Branch: Skills Development
(Graduate Internship for fixed period of 24 Months)

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**: Pretoria (Head Office)

**REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in Communication/Marketing Management with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/18**: FIELD OF EXPOSURE: NATIONAL SKILLS AUTHORITY REF NO: SD/2020/08
Branch: Skills Development
(Graduate Internship for fixed period of 24 Months)

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**: Pretoria (Head Office)

**REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in Law/Bachelor of Laws: LLB with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/19**: FIELD OF EXPOSURE: NATIONAL SKILLS AUTHORITY REF NO: SD/2020/09
Branch: Skills Development
(Graduate Internship for fixed period of 24 Months)

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**: Pretoria (Head Office)

**REQUIREMENTS**: Unemployed South African Graduates, Degree in Social Science/Developmental Studies/Public Policy with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/20**: FIELD OF EXPOSURE: OFFICE OF THE DDG; SD REF NO: SD/2020/10
Branch: Skills Development
(Graduate Internship for fixed period of 24 Months)

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**: Pretoria (Head Office)
**REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in Public Management/Public Admin/Office Management with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/21**: **FIELD OF EXPOSURE: STRATEGIC MANAGEMENT UNIT REF NO: SD/2020/11**
Branch: Skills Development
(Graduate Internship for fixed period of 24 Months)

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE REQUIREMENTS**: Pretoria (Head Office)

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/22**: **FIELD OF EXPOSURE: SETA COORDINATION REF NO: SD/2020/12**
Branch: Skills Development
(Graduate Internship for fixed period of 24 Months)

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE REQUIREMENTS**: Pretoria (Head Office)

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/23**: **FIELD OF EXPOSURE: SETA SUPPORT & LEARNERSHIPS REF NO: SD/2020/13**
Branch: Skills Development
(Graduate Internship for fixed period of 24 Months)

**STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE REQUIREMENTS**: Pretoria (Head Office)

**ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125
<table>
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<td>(Graduate Internship for fixed period of 24 Months)</td>
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<td>STIPEND</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Graduates, Degree in Humanities/Social Sciences, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Mphahlele: Tel No: (012) 312 5760, Ms. N. T Khoza: Tel No: (012) 312 5192</td>
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<th>POST 03/25</th>
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<td>Pretoria (Head Office)</td>
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<td>REQUIREMENTS</td>
<td>Unemployed South African Graduates, National Diploma/Bachelor’s Degree in Public Admin/Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years</td>
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<tr>
<th>POST 03/26</th>
<th>FIELD OF EXPOSURE: SETA SUPPORT &amp; LEARNERSHIPS REF NO: SD/2020/16</th>
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<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
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<th>POST 03/27</th>
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<tr>
<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Graduates, Degree/BTech in Public Admin/Education/Social Sciences/Communication, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years</td>
</tr>
</tbody>
</table>

16
Degree in Accountancy, Degree in Financial Accountancy, or equivalent qualifications.

STIPEND:
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month.

REQUIREMENTS:
Unemployed South African Graduates, National Diploma/Degree in Public Procurement Management/Public Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES:
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/29:
FIELD OF EXPOSURE: DEMAND, ACQUISITION & CONTRACT MANAGEMENT REF NO: CFO/2020/26
Branch: CFO
(Graduate Internship for fixed period of 24 Months)

STIPEND:
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month.

REQUIREMENTS:
Unemployed South African Graduates, National Diploma/Degree in Public Procurement Management/Public Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES:
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/30:
FIELD OF EXPOSURE: FINANCIAL MANAGEMENT REF NO: CFO/2020/28
Branch: CFO
(Graduate Internship for fixed period of 24 Months)

STIPEND:
Successful candidates will receive a monthly stipend of R6 083.70 per month.

REQUIREMENTS:
Unemployed South African Graduates, National Diploma/Degree in Public Procurement Management/Public Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES:
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/31:
FIELD OF EXPOSURE: FINANCIAL MANAGEMENT REF NO: CFO/2020/29
Branch: CFO
(Graduate Internship for fixed period of 24 Months)

STIPEND:
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month.

REQUIREMENTS:
Unemployed South African Graduates, National Diploma/Degree in Public Procurement Management/Public Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/32: FIELD OF EXPOSURE: HUMAN RESOURCE MANAGEMENT & LABOUR
RELATIONS REF NO: CS/2020/33
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6
083.70 per month

CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, B.A Psychology/Behavioural
Sciences with a tertiary qualification of the above mentioned field of study, and
who have not been previously employed under any internship programme, are
invited to apply. Applicants should not be above the age of 35 years

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/33: FIELD OF EXPOSURE: HUMAN RESOURCE MANAGEMENT &
ADMINISTRATION REF NO: CS/2020/34
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6
083.70 per month

CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in HRM/Public
Management with a tertiary qualification of the above mentioned field of study, and
who have not been previously employed under any internship programme, are
invited to apply. Applicants should not be above the age of 35 years

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/34: FIELD OF EXPOSURE: MEDIA LIAISON AND COMMUNICATIONS (CD) REF
NO: CS/2020/35
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6
083.70 per month

CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in HRM/Public
Management with a tertiary qualification of the above mentioned field of study, and
who have not been previously employed under any internship programme, are
invited to apply. Applicants should not be above the age of 35 years

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/35: FIELD OF EXPOSURE: HRM&D (CHANGE MANAGEMENT AND
TRANSFORMATION) REF NO: CS/2020/38
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6
083.70 per month

CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in Industrial
Psychology/Organisational Development/HRM/Management Services with a
tertiary qualification of the above mentioned field of study, and who have not been
previously employed under any internship programme, are invited to apply.
Applicants should not be above the age of 35 years
REQUIREMENTS
CENTRE
STIPEND
ENQUIRIES

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/36 : FIELD OF EXPOSURE: HRM&D (ORGINASATIONAL DEVELOPMENT) REF NO: CS/2020/39
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Graduates, National Diploma/Degree in Organisational Development/Management Services/Industrial Psychology/HRM with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/37 : FIELD OF EXPOSURE: HRM&D (TRAINING AND DEVELOPMENT: INTERNSHIPS) REF NO: CS/2020/40
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Graduates, National Diploma/Degree in HRD/HRM/Public Admin/Office Admin with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/38 : FIELD OF EXPOSURE: HRM&D (TRAINING AND DEVELOPMENT: BURSARIES) REF NO: CS/2020/41
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Graduates, National Diploma/Degree in HRD/HRM/Public Admin/Office Admin with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/39 : FIELD OF EXPOSURE: OFFICE OF THE DIRECTOR-GENERAL REF CS/2020/42
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Graduates, N Diploma/Bachelor’s Degree: in Public Management/Public Admin/Management Assistant with a tertiary qualification of
the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/40**
**FIELD OF EXPOSURE:** ETHICS, INTEGRITY, ANTI-CORRUPTION, FRAUD PREVENTION & RISK MANAGEMENT REF NO: CS/2020/46
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

**STIPEND**
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
Pretoria (Head Office)

**REQUIREMENTS**
Unemployed South African Graduates, N Diploma/Degree: in Legal/Criminal Law/Investigation/Risk Management with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/41**
**FIELD OF EXPOSURE:** RISK MANAGEMENT & COMPLIANCE UNIT REF NO: CS/2020/47
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

**STIPEND**
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
Pretoria (Head Office)

**REQUIREMENTS**
Unemployed South African Graduates, N Diploma/Degree: Risk Management/Compliance/Internal Audit with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/42**
**FIELD OF EXPOSURE:** FACILITIES MANAGEMENT REF NO: CS/2020/48
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

**STIPEND**
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
Pretoria (Head Office)

**REQUIREMENTS**
Unemployed South African Graduates, N Diploma/Degree: Public Transport Management/Transport Management/Property Management with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/43**
**FIELD OF EXPOSURE:** COMMUNICATION AND MEDIA LIAISON REF NO: CS/2020/50
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

**STIPEND**
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
Pretoria (Head Office)
Unemployed South African Graduates, N Diploma/Degree in Communication/Media Studies/Journalism with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

Unemployed South African Graduates, Bachelor’s Degree in Graphic Design/Multimedia with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

Unemployed South African Graduates, National Diploma/Degree in Communication/Marketing/Public Relations with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

Unemployed South African Graduates, National Diploma/Bachelor’s Degree in Business Admin/Public Admin/Office Management & Tech with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125
POST 03/47: FIELD OF EXPOSURE: HRM&D (T&D: SKILLS DEVELOPMENT) REF NO: CS/2020/54
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree: Office Management/Office Admin/HRM/Public Management with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/48: FIELD OF EXPOSURE: HRM&D (HR STRATEGY, PLANNING, POLICY & EMPLOYMENT EQUITY) REF NO: CS/2020/56
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, Bachelor’s Degree in HRM/Industrial Psychology/Organisational Psychology with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in Public Management/Public Administration, with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/50: FIELD OF EXPOSURE: HUMAN RESOURCE MANAGEMENT & ADMIN REF NO: CS/2020/58
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in HRM/Public Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/51: FIELDS OF EXPOSURE: COMMUNICATION & MEDIA LIAISON
REF NO: CS/2020/59
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates will receive a monthly stipend of R6 083.70 per month
CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, BA: Information Science/Library & Information Science, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/52: FIELDS OF EXPOSURE: GOVERNMENT INFORMATION TECHNOLOGY OFFICE
REF NO: CS/2020/60
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in Information Technology, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/53: FIELDS OF EXPOSURE: GOVERNMENT INFORMATION TECHNOLOGY OFFICE
REF NO: CS/2020/61
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in Information Technology, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/54: FIELDS OF EXPOSURE: GOVERNMENT INFORMATION TECHNOLOGY OFFICE
REF NO: CS/2020/62
Branch: Corporate Services
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE: Pretoria (Head Office)
REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in Information Technology, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
MR M Rooi: Tel No: (012) 312 5125

POST 03/55 : FIELD OF EXPOSURE: HRDC SECRETARIAT REF NO: HRDC/2020/63
Branch: Human Resource Development Council
(Graduate Internship for fixed period of 24 Months)
STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE REQUIREMENTS : Pretoria (Head Office)
Unemployed South African Graduates, Honours Degree: Social Science, BTech: Communications, N Diploma/Degree in Financial Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
MR M Rooi: Tel No: (012) 312 5125

POST 03/56 : FIELD OF EXPOSURE: OFFICE OF THE DDG: TVET BRANCH REF NO: TVET/2020/64
Branch: TVET
(Graduate Internship for fixed period of 24 Months)
STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE REQUIREMENTS : Pretoria (Head Office)
Unemployed South African Graduates, National Diploma/Degree: Office Administration, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
MR M Rooi: Tel No: (012) 312 5125

POST 03/57 : FIELD OF EXPOSURE: PRIVATE TVET COLLEGES REF NO: TVET/2020/65
Branch: TVET
(Graduate Internship for fixed period of 24 Months)
STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE REQUIREMENTS : Pretoria (Head Office)
Unemployed South African Graduates, Bachelor’s Degree: Public Administration, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
MR M Rooi: Tel No: (012) 312 5125

POST 03/58 : FIELD OF EXPOSURE: SPECIAL PROJECT REF NO: TVET/2020/67
Branch: TVET
(Graduate Internship for fixed period of 24 Months)
STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE REQUIREMENTS : Pretoria (Head Office)
Unemployed South African Graduates, National Diploma/Degree in Public Admin/Public Management/Business Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
MR M Rooi: Tel No: (012) 312 5125
POST 03/59 : FIELD OF EXPOSURE: PROGRAMMES AND QUALIFICATIONS REF NO: TVET/2020/68
Branch: TVET
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South Africans, National Diploma/Degree in Public
Admin/Public Management/Office Management, with a tertiary qualification of the
above mentioned field of study, and who have not been previously employed under
any internship programme, are invited to apply. Applicants should not be above
the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/60 : FIELD OF EXPOSURE: PROGRAMMES AND QUALIFICATIONS REF NO: TVET/2020/69
Branch: TVET
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South Africans, National Diploma/Degree Public
Management/Financial Management, with a tertiary qualification of the above
mentioned field of study, and who have not been previously employed under
any internship programme, are invited to apply. Applicants should not be above
the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/61 : FIELD OF EXPOSURE: TVET CURRICULUM DEVELOPMENT & SUPPORT REF NO: TVET/2020/70
Branch: TVET
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates will receive a monthly stipend of R6 083.70 per month
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South Africans, National Diploma/Degree Public
Admin/Public Management/ Office Management, with a tertiary qualification of the
above mentioned field of study, and who have not been previously employed under
any internship programme, are invited to apply. Applicants should not be above
the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/62 : FIELD OF EXPOSURE: TVET MONITORING & EVALUATION REF NO: TVET/2020/71
Branch: TVET
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South Africans, National Diploma/Degree Public
Admin/Public Management/Information Management, with a tertiary qualification of
the above mentioned field of study, and who have not been previously employed under
any internship programme, are invited to apply. Applicants should not be above
the age of 35 years.
ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/63
FIELD OF EXPOSURE: EXAMINATIONS MANAGEMENT & MONITORING REF NO: TVET/2020/72
Branch: TVET
(Graduate Internship for fixed period of 24 Months)

STIPEND
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE
Pretoria (Head Office)

REQUIREMENTS
Unemployed South African Graduates, National Diploma Management Assistant with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/64
FIELD OF EXPOSURE: TVET CURRICULUM: EXAMINATION & (KZN TVET REGION) REF NO: TVET/2020/73
Branch: TVET
(Graduate Internship for fixed period of 24 Months)

STIPEND
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE
Kwa-Zulu Natal (TVET Region): Pietermaritzburg

REQUIREMENTS
Unemployed South African Graduates, National Diploma/Degree in Public Admin/Bachelor of Commerce with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/65
FIELD OF EXPOSURE: KZN TVET COLLEGE CORPORATE SERVICES (REGION) REF NO: TVET/2020/74
Branch: TVET
(Graduate Internship for fixed period of 24 Months)

STIPEND
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE
Kwa-Zulu Natal (TVET Region): Pietermaritzburg

REQUIREMENTS
Unemployed South African Graduates, National Diploma/Degree in HRM with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/66
FIELD OF EXPOSURE: KZN TVET COLLEGE REGION (SKILLS & OCCUPATIONAL PROGRAMMES UNIT) REF NO: TVET/2020/75
Branch: TVET
(Graduate Internship for fixed period of 24 Months)

STIPEND
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE
Kwa-Zulu Natal (TVET Region): Pietermaritzburg

REQUIREMENTS
Unemployed South African Graduates, National Diploma/Degree in Public Admin/Bachelor of Commerce with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
            Mr M Rooi: Tel No: (012) 312 5125

POST 03/67 : FIELD OF EXPOSURE: KZN TVET COLLEGE REGION (OFFICE OF THE REGIONAL MANAGER) REF NO: TVET/2020/76
            Branch: TVET
            (Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS : Kwa-Zulu Natal (TVET Regional Office): Pietermaritzburg

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
            Mr M Rooi: Tel No: (012) 312 5125

POST 03/68 : FIELD OF EXPOSURE: PROFESSIONAL DEVELOPMENT OF CAMPUS MANAGERS) MANAGERS REF NO: TVET/2020/77
            Branch: TVET
            (Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS : Pretoria (Head Office)

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
            Mr M Rooi: Tel No: (012) 312 5125

POST 03/69 : FIELD OF EXPOSURE: SOCIAL INCLUSION, EQUITY, ACCESS AND QUALITY
            REF NO: P/2020/79
            Branch: Planning, Policy & Strategy
            (Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS : Unemployed South African Graduates, National Diploma/Degree in Information Technology/ Information Systems, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
            Mr M Rooi: Tel No: (012) 312 5125

POST 03/70 : FIELD OF EXPOSURE: SOCIAL INCLUSION, EQUITY, ACCESS AND QUALITY
            REF NO: P/2020/81
            Branch: Planning, Policy & Strategy
            (Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE : Pretoria (Head Office)
**REQUIREMENTS**
Unemployed South African Graduates, National Diploma/ Degree in Public Admin/Public Management/ Project Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/71**
FIELD OF EXPOSURE: POLICY MANAGEMENT& SYSTEM PLANNING REF NO: P/2020/82
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

**STIPEND**
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
Pretoria (Head Office)

**REQUIREMENTS**
Unemployed South African Graduates, National Diploma/Bachelor in Business Admin/Bachelor of Arts in Social Science/Bachelor of Arts in Honours in Developmental Studies/ Public Management/Policy Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/72**
FIELD OF EXPOSURE: OFFICE OF THE DDG: PLANNING, POLICY & STRATEGY REF NO: P/2020/83
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

**STIPEND**
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
Pretoria (Head Office)

**REQUIREMENTS**
Unemployed South African Graduates, National Diploma/Degree in Office Management & Tech/ Bachelor of Arts: Public Administration/Public Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/73**
FIELD OF EXPOSURE: CAREER DEVELOPMENT SERVICES REF NO: P/2020/84
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

**STIPEND**
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
Pretoria (Head Office)

**REQUIREMENTS**
Unemployed South African Graduates, National Diploma/Degree in Public Admin/Monitoring and Evaluation, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125
**POST 03/74**  
**FIELD OF EXPOSURE: INFORMATION SYSTEM MANAGEMENT REF NO:**  
P/2020/85  
Branch: Planning, Policy & Strategy  
(Graduate Internship for fixed period of 24 Months)

**STIPEND**  
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**  
Pretoria (Head Office)

**REQUIREMENTS**  
Unemployed South African Graduates, National Diploma/Bachelor’s Degree: Public Admin/Office Management/Public Admin/Statistics/Economics/Information Management/Mathematics, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**  
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/75**  
**FIELD OF EXPOSURE: GLOBAL PARTNERSHIPS (INTERNATIONAL RELATIONS) REF NO:** P/2020/86  
Branch: Planning, Policy & Strategy  
(Graduate Internship for fixed period of 24 Months)

**STIPEND**  
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**  
Pretoria (Head Office)

**REQUIREMENTS**  
Unemployed South African Graduates, BA Degree in International Relations/Development Studies with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**  
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/76**  
**FIELD OF EXPOSURE: SYSTEM MONITORING & LABOUR MARKET INTELLIGENCE REF NO:** P/2020/87  
Branch: Planning, Policy & Strategy  
(Graduate Internship for fixed period of 24 Months)

**STIPEND**  
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**  
Pretoria (Head Office)

**REQUIREMENTS**  
Unemployed South African Graduates, National Diploma/Degree in Office Admin/Management Assistant, B.Com/BSc in Statistics with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**  
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
Mr M Rooi: Tel No: (012) 312 5125

**POST 03/77**  
**FIELD OF EXPOSURE: LEGAL AND LEGISLATIVE (CORPORATE SKILLS) REF NO:** P/2020/88  
Branch: Planning, Policy & Strategy  
(Graduate Internship for fixed period of 24 Months)

**STIPEND**  
Successful candidates will receive a monthly stipend of R6 083.70 per month

**CENTRE**  
Pretoria (Head Office)

**REQUIREMENTS**  
Unemployed South African Graduates, LLB, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/78: FIELD OF EXPOSURE: STRATEGIC PLANNING & REPORTING REF NO: P/2020/89
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS: Unemployed South African Graduates, National Diploma/Degree in Public Admin/Public Management/Strategic Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/79: FIELD OF EXPOSURE: AFRICA & MIDDLE EAST REF NO: P/2020/90
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS: Unemployed South African Graduates, Bachelor’s Degree: International Relations, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/80: FIELD OF EXPOSURE: CAREER DEVELOPMENT SERVICES REF NO: P/2020/92
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS: Unemployed South African Graduates, Degree in Financial Management/HRM/Administration with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/81: FIELD OF EXPOSURE: CAREER DEVELOPMENT SERVICES REF NO: P/2020/93
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS: Unemployed South African Graduates, National Diploma/Bachelor’s Degree in Marketing/Journalism/Communication/Public Relations, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed...
under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES:
- Mr M Mphahlele: Tel No: (012) 312 5760
- Ms N.T Khoza: Tel No: (012) 312 5192
- Mr M Rooi: Tel No: (012) 312 5125

POST 03/82:
FIELD OF EXPOSURE: CAREER DEVELOPMENT SERVICES & OPEN LEARNING REF NO: P/2020/94
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

STIPEND:
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE:
Pretoria (Head Office)

REQUIREMENTS:
- unemployed South African Graduates, National Diploma/Bachelor’s Degree in Information Technology/Computer Science/Information System, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply.
- Applicants should not be above the age of 35 years.

ENQUIRIES:
- Mr M Mphahlele: Tel No: (012) 312 5760
- Ms N.T Khoza: Tel No: (012) 312 5192
- Mr M Rooi: Tel No: (012) 312 5125

POST 03/83:
FIELD OF EXPOSURE: CAREER DEVELOPMENT SERVICES & OPEN LEARNING REF NO: P/2020/95
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

STIPEND:
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE:
Pretoria (Head Office)

REQUIREMENTS:
- unemployed South African Graduates, Bachelor of Arts in Public Management and Governance, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply.
- Applicants should not be above the age of 35 years.

ENQUIRIES:
- Mr M Mphahlele: Tel No: (012) 312 5760
- Ms N.T Khoza: Tel No: (012) 312 5192
- Mr M Rooi: Tel No: (012) 312 5125

POST 03/84:
FIELD OF EXPOSURE: CAREER DEVELOPMENT SERVICES & OPEN LEARNING REF NO: P/2020/96
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

STIPEND:
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE:
Pretoria (Head Office)

REQUIREMENTS:
- unemployed South African Graduates, Degree: Social Science/ Psychology, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply.
- Applicants should not be above the age of 35 years.

ENQUIRIES:
- Mr M Mphahlele: Tel No: (012) 312 5760
- Ms N.T Khoza: Tel No: (012) 312 5192
- Mr M Rooi: Tel No: (012) 312 5125

POST 03/85:
FIELD OF EXPOSURE: OPEN LEARNING REF NO: P/2020/98
Branch: Planning, Policy & Strategy
(Graduate Internship for fixed period of 24 Months)

STIPEND:
Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE:
Pretoria (Head Office)

REQUIREMENTS:
- unemployed South African Graduates, National Diploma/Degree: Public Admin/Project Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply.
Applicants should not be above the age of 35 years.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
            Mr M Rooi: Tel No: (012) 312 5125

             Branch: Planning, Policy & Strategy
             (Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS : Pretoria (Head Office)
                        Unemployed South African Graduates, National Diploma/Degree: Information Technology/Computer Science, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
            Mr M Rooi: Tel No: (012) 312 5125

POST 03/87 : FIELD OF EXPOSURE: INSTITUTIONAL PLANNING & SUPPORT REF NO: CET /2020/101
             Branch: Community Education & Training
             (Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS : Pretoria (Head Office)
                        Unemployed South African Graduates, National Diploma/Degree: Office Management/Public Admin, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
            Mr M Rooi: Tel No: (012) 312 5125

POST 03/88 : FIELD OF EXPOSURE: GOVERNANCE & MANAGEMENT SUPPORT REF NO: CET /2020/102
             Branch: Community Education & Training
             (Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE REQUIREMENTS : Pretoria (Head Office)
                        Unemployed South African Graduates, National Diploma/Degree: Office Management/Public Admin, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
            Mr M Rooi: Tel No: (012) 312 5125

POST 03/89 : FIELD OF EXPOSURE: BUDGET PLANNING & MANAGEMENT REF NO: CET/2020/103
             Branch: Community Education & Training
             (Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE : Pretoria (Head Office)
| POST 03/90 | **FIELD OF EXPOSURE**: MONITORING & EVALUATION **REF NO**: CET/2020/104  
| Branch: Community Education & Training  
| (Graduate Internship for fixed period of 24 Months)  
| **STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month  
| **CENTRE**: Pretoria (Head Office)  
| **REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in Information Technology/ ICT/ Data Management, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.  
| **ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
| Mr M Rooi: Tel No: (012) 312 5125  
| **POST 03/91** | **FIELD OF EXPOSURE**: EDUCATION TRAINING DEVELOPMENT & ASSESSMENT **CET/2020/105**  
| Branch: Community Education & Training  
| (Graduate Internship for fixed period of 24 Months)  
| **STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month  
| **CENTRE**: Pretoria (Head Office)  
| **REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in Public Administration, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.  
| **ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
| Mr M Rooi: Tel No: (012) 312 5125  
| **POST 03/92** | **FIELD OF EXPOSURE**: NORTHERN CAPE CET COLLEGE REGIONAL OFFICE **REF NO** CET/2020/120  
| Branch: Community Education & Training  
| (Graduate Internship for fixed period of 24 Months)  
| **STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month  
| **CENTRE**: Kimberly  
| **REQUIREMENTS**: Unemployed South African Graduates, National Diploma/Degree in HRM/Financial Management/Office Admin/ SCM, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.  
| **ENQUIRIES**: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192  
| Mr M Rooi: Tel No: (012) 312 5125  
| **POST 03/93** | **FIELD OF EXPOSURE**: NATIONAL SKILLS DEVELOPMENT **REF NO**: NSF/2020/125  
| Branch: Skills Development (NSF)  
| (Graduate Internship for fixed period of 24 Months)  
| **STIPEND**: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month |
**CENTRE**
- Pretoria (Head Office)

**REQUIREMENTS**
- Unemployed South African Graduates, National Diploma/ B Com in Financial Management/ Accounting/ Cost Management & Accounting, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
- Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
- Mr M Rooi: Tel No: (012) 312 5125

**POST 03/94**
- **FIELD OF EXPOSURE: NSF (PUBLIC RELATIONS & COMMUNICATION) REF NO: NSF/2020/127**
  - Branch: Skills Development (NSF)
  - (Graduate Internship for fixed period of 24 Months)

**STIPEND**
- Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
- Pretoria (Head Office)

**REQUIREMENTS**
- Unemployed South African Graduates, Bachelor’s Degree in Public Relations/Communication/Media Studies/ Photojournalism/Marketing/Social Science, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
- Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
- Mr M Rooi: Tel No: (012) 312 5125

**POST 03/95**
- **FIELD OF EXPOSURE: NSF PROGRAMME MONITORING REF NO: NSF/2020/129**
  - Branch: Skills Development (NSF)
  - (Graduate Internship for fixed period of 24 Months)

**STIPEND**
- Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
- Pretoria (Head Office)

**REQUIREMENTS**
- Unemployed South African Graduates, National Diploma/Degree in Project Management/Office Administration, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
- Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
- Mr M Rooi: Tel No: (012) 312 5125

**POST 03/96**
- **FIELD OF EXPOSURE: NATIONAL SKILLS FUND EXECUTIVE OFFICE REF NO: NSF/2020/130**
  - Branch: Skills Development (NSF)
  - (Graduate Internship for fixed period of 24 Months)

**STIPEND**
- Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

**CENTRE**
- Pretoria (Head Office)

**REQUIREMENTS**
- Unemployed South African Graduates, National Diploma/Degree in Public Management/ Office Administration, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

**ENQUIRIES**
- Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
- Mr M Rooi: Tel No: (012) 312 5125
POST 03/97 : FIELD OF EXPOSURE: NATIONAL SKILLS FUND BURSARIES REF NO: NSF/2020/131
Branch: Skills Development (NSF)
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Graduates, National Diploma/Degree in Public Management/Office/Financial Management/Project Management/Public Admin, with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/98 : FIELD OF EXPOSURE: NATIONAL SKILLS FUND FINANCE REF NO: NSF/2020/132
Branch: Skills Development (NSF)
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Graduates, National Diploma/Degree in Public Management/Financial Management, with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/99 : FIELD OF EXPOSURE: NATIONAL SKILLS FUND FINANCIAL MANAGEMENT & ADMIN/ ASSETS & FACILITIES REF NO: NSF/2020/133
Branch: Skills Development (NSF)
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Graduates, National Diploma/Degree in Public Administration, with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/100 : FIELD OF EXPOSURE: NATIONAL SKILLS FUND SKILLS DEVELOPMENT IMPLEMENTATION & REF NO: NSF/2020/134
Branch: Skills Development (NSF)
(Graduate Internship for fixed period of 24 Months)

STIPEND : Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Graduates, National Diploma/Degree in Project Management/Financial Management with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
<table>
<thead>
<tr>
<th>POST 03/101</th>
<th>FIELD OF EXPOSURE: NATIONAL SKILLS FUND SKILLS INFORMATION, COMMUNICATION, TECHNOLOGY &amp; ANALYTICS &amp; REF NO: NSF/2020/135</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Graduates, National Diploma/B-Tech: Information Technology/BSc: Computer Science, with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125</td>
</tr>
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<td>STIPEND</td>
<td>Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month</td>
</tr>
<tr>
<td>FIELD OF EXPOSURE: NATIONAL SKILLS FUND SUPPLY CHAIN MANAGEMENT, REF NO: NSF/2020/136</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Graduates, National Diploma/ Degree: Supply Chain Management/Public Management/Public Admin/Logistics Management, with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125</td>
</tr>
<tr>
<td>STIPEND</td>
<td>Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month</td>
</tr>
<tr>
<td>FIELD OF EXPOSURE: NATIONA SKILLS FUND REF NO: NSF/2020/140</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Graduates, LLB with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125</td>
</tr>
<tr>
<td>STIPEND</td>
<td>Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month</td>
</tr>
<tr>
<td>FIELD OF EXPOSURE: NATIONA SKILLS FUND: HRM NO: NSF/2020/142</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Graduates, National Diploma/Degree in HRM/Office Administration with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125</td>
</tr>
</tbody>
</table>
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/105: FIELD OF EXPOSURE: NATIONAL SKILLS FUND: FINANCE MANAGEMENT & ADMIN NO: NSF/2020/143
Branch: Skills Development (NSF)
(Graduate Internship for fixed period of 24 Months)

STIPEND: Successful candidates for Graduate Internship will receive a monthly stipend of R6 083.70 per month

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Students and Graduates, National Diploma/Degree in Financial Management/Accounting with a tertiary qualification of the above mentioned field of study and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/106: FIELD OF EXPOSURE: DEVELOPMENT SUPPORT REF NO: CFO/2020/23
Branch: CFO

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in Public Management (WIL) programme or National Diploma/Degree in Public Management/SCM/Logistics Management/Purchasing Management, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/107: FIELD OF EXPOSURE: PUBLIC ENTITIES REF NO: CFO/2020/24
Branch: CFO

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in Financial Management (WIL) programme or National Diploma/Degree in Financial Management, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/108: FIELD OF EXPOSURE: LOGISTICS MANAGEMENT REF NO: CFO/2020/25
Branch: CFO

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in Public Management (WIL) programme or National Diploma/Degree in Public Management/Logistics Management/Purchasing Management/Logistics Management.
Management/SCM, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/109 : FIELD OF EXPOSURE: PROJECT COORDINATION UNIT REF NO: CFO/2020/27
Branch: CFO
STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Students and Graduates, N6 Certificate in Public Management/Management Accounting/Project Management/Public Admin with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/110 : FIELD OF EXPOSURE: NORTHERN & WESTERN CAPE CET COLLEGE REF NO: CET/2020/121
Branch: Community Education & Training (Fixed period of 24 Months)
STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE : Galeshewe
REQUIREMENTS : Unemployed South African Students, N6 Certificate in Public Management/Management Assistant, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme are invited to apply.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/111 : FIELD OF EXPOSURE: FINANCE-EXAMS & PAYROLL REF NO: CFO/2020/30
Branch: CFO
STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Unemployed South African Students and Graduates, N6 Certificate in Financial Management (WIL) programme or National Diploma/Degree in Financial Management/Accounting/Public Admin with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/112 : FIELD OF EXPOSURE: FINANCIAL TRANSACTION REF NO: CFO/2020/31
Branch: CFO
STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
Financial Management/Accounting/Public Administration, with a tertiary certificate or qualification of the above-mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192

POST 03/113: FIELD OF EXPOSURE: FINANCIAL MANAGEMENT REF NO: CFO/2020/32
Brand: CFO

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in Financial Management (WIL) programme or National Diploma/Degree in Financial Management/Accounting/Public Administration, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192

POST 03/114: FIELD OF EXPOSURE: CALL CENTRE AND CLIENT SERVICES REF NO: CS/2020/36
Brand: Corporate Services

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in Public Relations (WIL) programme or National Diploma/Degree in Public Relations, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192

POST 03/115: FIELD OF EXPOSURE: HUMAN RESOURCE MANAGEMENT & LABOUR RELATIONS REF NO: CS/2020/37
Brand: Corporate Services

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in Public Management/Public Administration (WIL) programme or National Diploma/Degree in Public Management/Labour Relations/Labour Law/Public Administration, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192

Mr M Rooi: Tel No: (012) 312 5125
POST 03/116 : FIELD OF EXPOSURE: HRM&A (TVET & CET PENSION AND PILLAR) REF NO: CS/2020/44
Branch: Corporate Services

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE : Pretoria (Head Office)

REQUIREMENTS : Unemployed South African Students and Graduates, N6 Certificate in HRM Public Admin (WIL) programme or National Diploma/Degree in HRM/Public Admin, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/117 : FIELD OF EXPOSURE: ETHICS, INTEGRITY, ANTI-CORRUPTION, FRAUD PREVENTION & RISK MANAGEMENT REF NO: CS/2020/45
Branch: Corporate Services

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE : Pretoria (Head Office)

REQUIREMENTS : Unemployed South African Students and Graduates, N6 Certificate in Management Assistant (WIL) programme or National Diploma/Degree in Law/Investigation/Risk Management, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/118 : FIELD OF EXPOSURE: HRM&D (PMDS) REF NO: CS/2020/55
Branch: Corporate Services

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE : Pretoria (Head Office)

REQUIREMENTS : Unemployed South African Students and Graduates, N6 Certificate in Public Management/HRM (WIL) programme or Bachelor’s Degree in HRM/Public Management for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/119 : FIELD OF EXPOSURE: NATIONAL EXAMINATIONS & ASSESSMENT TVET/2020/66
Branch: TVET

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE : Pretoria (Head Office)

REQUIREMENTS : Unemployed South African Students and Graduates, N6 Certificate in Public Management/Financial Management/Management Assistant Work Integrated Learning (WIL) programme or National Diploma/Degree in Public Management/Financial Management/Management Assistant for Graduate
Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/120: FIELD OF EXPOSURE: SOCIAL INCLUSION & EQUITY REF NO: P/2020/91
Branch: Planning, Policy & Strategy

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE REQUIREMENTS: Pretoria (Head Office)
Unemployed South African Students and Graduates, N6 Certificate in Public Management for Work Integrated Learning (WIL) programme or Bachelor of Arts in Public Admin (Majoring in: Gender/ Disability/ Social Transformation Studies) for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/121: FIELD OF EXPOSURE: WESTERN CAPE CET COLLEGE: REGIONAL OFFICE REF NO: CET/2020/106
Branch: Community Education & Training

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE REQUIREMENTS: Cape Town
Unemployed South African Students and Graduates, N6 Certificate in HRM/Management Assistant Work Integrated Learning (WIL) programme or National Diploma/Degree in Financial Management/Office Management & Technology/ Accounting Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/122: FIELD OF EXPOSURE: WESTERN CAPE CET COLLEGE REF NO: CET/2020/107
Branch: Community Education & Training

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE REQUIREMENTS: Elsies River in Western Cape
Unemployed South African Students and Graduates, N6 Certificate in HRM/Management Assistant Work Integrated Learning (WIL) programme or National Diploma/Degree in Financial Management/Office Management & Technology/ Accounting Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125
POST 03/123: FIELD OF EXPOSURE: MPUMALANGA CET REGIONAL OFFICE REF NO: CET/2020/108
Branch: Community Education & Training
STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE: Mbombela, KaNyamazane/Ermelo/KwaMahlanga/Bushburridge
REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Management Assistant/ Business Administration for Work Integrated Learning (WIL) programme or National Diploma/Degree in Marketing Management/ Public Admin/ Financial Management Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/124: FIELD OF EXPOSURE: MPUMALANGA CET COLLEGE REF NO: CET/2020/109
Branch: Community Education & Training
STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE: Siyabuswa
REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Management Assistant/Business Administration for Work Integrated Learning (WIL) programme or National Diploma/Degree in Marketing Management/ Public Admin/Financial Management Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/125: FIELD OF EXPOSURE: KWA-ZULU NATAL CET COLLEGE REGIONAL OFFICE REF NO: CET/2020/110
Branch: Community Education & Training
STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE: Pietermaritzburg
REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Public Management/ Financial Management for Work Integrated Learning (WIL) programme or National Diploma/Degree in Marketing Management/ Public Admin/ Information Technology/ Internal Auditing/Office Management/ Accounting Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/126: FIELD OF EXPOSURE: KWA-ZULU NATAL CET COLLEGE REF NO: CET/2020/111
Branch: Community Education & Training
STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE: Durban/Umhlagude/Newcastle/Kokstad/Empangeni/Vryheid
REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Public Management/Financial Management for Work Integrated Learning (WIL) programme or National Diploma/Degree in Marketing Management/ Public Admin/Information Technology/Internal Auditing/Office Management/ Accounting Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125

POST 03/127: FIELD OF EXPOSURE: FREE STATE CET COLLEGE REGIONAL OFFICE REF NO: CET/2020/112
Branch: Community Education & Training
STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Financial Management/ Management Assistant for Work Integrated Learning (WIL) programme or National Diploma/Degree in Marketing Management/ HRM/ Financial Management for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125

POST 03/128: FIELD OF EXPOSURE: FREE STATE CET COLLEGE REF NO: CET/2020/113
Branch: Community Education & Training
STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Financial Management/Management Assistant for Work Integrated Learning (WIL) programme or National Diploma/Degree in Marketing Management/ HRM/ Financial Management for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125

POST 03/129: FIELD OF EXPOSURE: LIMPOPO CET COLLEGE REF NO: CET/2020/114
Branch: Community Education & Training
STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
CENTRE REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Financial Management/Management Assistant for Work Integrated Learning (WIL) programme or National Diploma/Degree in Marketing Management/HRM/HRD/Financial Management/Public Management/Internal Auditing/Information Technology for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125

POST 03/130: FIELD OF EXPOSURE: LIMPOPO CET COLLEGE REF NO: CET/2020/115
Branch: Community Education & Training

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Polokwane/Sekhukhune/ Mopani/Waterberg/Capricon/Vhembe

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Financial Management/ Management Assistant for Work Integrated Learning (WIL) programme or National Diploma/Degree in Marketing Management/ HRM/ HRD/ Financial Management/ Public Management/ Internal Auditing/ Information Technology for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125

POST 03/131: FIELD OF EXPOSURE: NORTH WEST CET COLLEGE: REGIONAL OFFICE REF NO: CET/2020/118
Branch: Community Education & Training

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Brits

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Financial Management/ Management Assistant for Work Integrated Learning (WIL) programme or National Diploma/Degree in HRM/ Financial Management/ Management Assistant for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125

POST 03/132: FIELD OF EXPOSURE: NORTH WEST CET COLLEGE REF NO: CET/2020/119
Branch: Community Education & Training

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE: Moretele Madibeng Rustenburg/Moses Kotane East/Bojanala/Ngaka Modori Molema Dr Ruth Segomotsi Mompati/Dr Kenneth Kaunda/Potchefstroom/ Matlosana/Mahikeng

REQUIREMENTS: Unemployed South African Students and Graduates, N6 Certificate in HRM/Financial Management/ Management Assistant for Work Integrated Learning (WIL) programme or National Diploma/Degree in HRM/ Financial Management/ Management Assistant for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125
POST 03/133 : FIELD OF EXPOSURE: EASTERN CAPE CET COLLEGE: REGIONAL OFFICE
REF NO: CET/2020/122
Branch: Community Education & Training

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE REQUIREMENTS : East London
Unemployed South African Students and Graduates, N6 Certificate in HRM/Financial Management/Management Assistant/Public Management for Work Integrated Learning (WIL) programme or National Diploma/Degree in HRM/Financial Management/Marketing Management/Cost Management & Accounting for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/134 : FIELD OF EXPOSURE: EASTERN CAPE CET COLLEGE REF NO: CET/2020/123
Branch: Community Education & Training

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE REQUIREMENTS : Eastern Cape
Unemployed South African Students and Graduates, N6 Certificate in HRM/Financial Management/Management Assistant/Public Management for Work Integrated Learning (WIL) programme or National Diploma/Degree in HRM/Financial Management/Marketing Management/Cost Management & Accounting for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

Branch: Skills Development (NSF)

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months

CENTRE REQUIREMENTS : Eastern London/Durban/Pretoria
Unemployed South African Students and Graduates, N6 Certificate in Financial Management/Management Assistant/Public Admin for Work Integrated Learning (WIL) programme or National Diploma/Degree Public Management/Office Management/Financial Management/Project Management for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/136 : FIELD OF EXPOSURE: NATIONAL SKILLS DEVELOPMENT REF NO: NSF/2020/126
Branch: Skills Development (NSF)

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months
Unemployed South African Students and Graduates, N6 Certificate in Financial Management for Work Integrated Learning (WIL) programme or National Diploma/Degree Financial Management/ Accounting/Finance for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

CENTRE
Eastern Cape/KZN/Pretoria

STIPEND
Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months.

CENTRE
Pretoria/ North-West/Free State

STIPEND
Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months.

CENTRE
Cape Town

STIPEND
Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months.

CENTRE
Pretoria (Head Office)

STIPEND
Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months.

CENTRE
Pretoria (Head Office)

STIPEND
Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months.

CENTRE
Pretoria (Head Office)
been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply. Applicants should not be above the age of 35 years.

ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/140
FIELD OF EXPOSURE: NSF REGIONAL OFFICE (LIMP & MPUMALANGA) REF NO: NSF/2020/139
Branch: Skills Development (NSF)
STIPEND
Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months.
CENTRE
Limpopo/Mpumalanga/Pretoria
REQUIREMENTS
Unemployed South African Students and Graduates, N6 Certificate in Management Assistant/ Public Administration for Work Integrated Learning (WIL) programme or National Diploma/Degree in Project Management/Public Management/Public Admin for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/141
FIELD OF EXPOSURE: STRATEGY, INNOVATION & ORGANISATIONAL PERFORMANCE REF NO: NSF/2020/141
Branch: Skills Development (NSF)
STIPEND
Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months.
CENTRE
Limpopo/Mpumalanga/Pretoria
REQUIREMENTS
Unemployed South African Students and Graduates, N6 Certificate in Management Assistant/ Public Admin for Work Integrated Learning (WIL) programme or B Com: Economics Analyst/ Socio Economic for Graduate Internship, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/142
FIELD OF EXPOSURE: FACILITIES MANAGEMENT (GENERAL REGISTRY) REFNO: CS/2020/49
Branch: Corporate Services
STIPEND
Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme and R6 083.70 Graduate Internship for fixed period of 24 Months.
CENTRE
Pretoria (Head Office)
REQUIREMENTS
Unemployed South African Students and Graduates, N6 Certificate in Management Assistant/ Public Admin (WIL) programme or National Diploma/Degree in Public Management/Records Management Risk Management, with a tertiary certificate or qualification of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.
ENQUIRIES
Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

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STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme for fixed period of 24 months

CENTRE : Olifantsfontein

REQUIREMENTS : Unemployed South African Students, N6 Certificate in Management Assistant, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/144 : FIELD OF EXPOSURE: NDLELA (NATIONAL ARTISAN DEVELOPMENT) REF NO: SD/2020/19
Branch: Skills Development

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme for fixed period of 24 months

CENTRE : Olifantsfontein

REQUIREMENTS : Unemployed South African Students, N6 Certificate in Public Management, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/145 : FIELD OF EXPOSURE: NDLELA (NATIONAL ARTISAN DEVELOPMENT) REF NO: SD/2020/20
Branch: Skills Development

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme for fixed period of 24 months

CENTRE : Olifantsfontein

REQUIREMENTS : Unemployed South African Students, N6 Certificate in Public Management, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/146 : FIELD OF EXPOSURE: NDLELA (NATIONAL ARTISAN DEVELOPMENT) REF NO: SD/2020/21
Branch: Skills Development

STIPEND : Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme for fixed period of 24 months

CENTRE : Olifantsfontein

REQUIREMENTS : Unemployed South African Students, N6 Certificate in Public Management, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.

ENQUIRIES : Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125
<table>
<thead>
<tr>
<th>POST 03/147</th>
<th>FIELD OF EXPOSURE: OFFICE OF THE DIRECTOR-GENERAL (EXECUTIVE SUPPORT) REF NO: CS/2020/43</th>
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<tbody>
<tr>
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<td>Pretoria (Head Office)</td>
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<tr>
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<td>Unemployed South African Students, N6 Certificate in Public Management/Public Admin/Management Assistant, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme, are invited to apply.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125</td>
</tr>
<tr>
<td>STIPEND</td>
<td>Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme for fixed period of 24 months</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Students, N6 Certificate in Management Assistant/ Public Administration, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme are invited to apply.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192 Mr M Rooi: Tel No: (012) 312 5125</td>
</tr>
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<td>STIPEND</td>
<td>Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme for fixed period of 24 months</td>
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<tr>
<th>POST 03/149</th>
<th>FIELD OF EXPOSURE: SOCIAL INCLUSION, EQUITY, ACCESS AND QUALITY REF NO: P/2020/80</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Students, N6 Certificate in Public Admin/ Public Management/ Office Management, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme are invited to apply.</td>
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<th>POST 03/150</th>
<th>FIELD OF EXPOSURE: OPEN LEARNING REF NO: P/2020/97</th>
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</thead>
<tbody>
<tr>
<td>CENTRE</td>
<td>Pretoria (Head Office)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Unemployed South African Students, N6 Certificate in Office Management/ Management Assistant, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme are invited to apply.</td>
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<th>POST 03/151</th>
<th>FIELD OF EXPOSURE: BUILDING DEVELOPMENT &amp; MAINTENANCE REF NO: CET/2020/100</th>
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</table>
CENTRE: Pretoria (Head Office)

REQUIREMENTS: Unemployed South African Students, N6 Certificate in Office Management/Management Assistant, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/152: FIELD OF EXPOSURE: GAUTENG CET COLLEGE: REGIONAL OFFICE REF NO: CET/2020/116
Branch: Community Education & Training

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme for fixed period of 24 months

CENTRE: Ormonde in Johannesburg

REQUIREMENTS: Unemployed South African Students, N6 Certificate in HRM/Public admin/Business Admin, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125

POST 03/153: FIELD OF EXPOSURE: GAUTENG CET COLLEGE: REGIONAL OFFICE REF NO: CET/2020/117
Branch: Community Education & Training

STIPEND: Successful candidates will receive a monthly stipend of R5 066.34 per month for Work Integrated Learning Programme for fixed period of 24 months

CENTRE: Johannesburg (CBD)

REQUIREMENTS: Unemployed South African Students, N6 Certificate in HRM/Public admin/Business Admin, with a tertiary certificate of the above mentioned field of study, and who have not been previously employed under any internship or work integrated learning (WIL) programme are invited to apply.

ENQUIRIES: Mr M Mphahlele: Tel No: (012) 312 5760, Ms N.T Khoza: Tel No: (012) 312 5192
Mr M Rooi: Tel No: (012) 312 5125
The DOJ&CD is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE: 10 February 2020
NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. 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). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 03/154: DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 19/179/HR
Re-advertisement, those who have applied before need not apply because they will be considered during the short-listing).

SALARY: R1 521 591 – R1 714 074 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree (NQF 7) and Post-Graduate Degree (NQF 8) in Management Science, Social Science; Business Administration/Management or Public Management/Administration; 8 years of experience at a senior management level; Extensive knowledge of the statutory framework that informs activities of the Department; Broad knowledge and understanding of Government policies. Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES: Key Performance Areas: Oversee the provision of human resources management customer management services; Oversee the provision of human resources policy and strategy services; Oversee the provision of justice related functional training and capacity building; Oversee the provision of public education and communication services; Oversee the provision of access to information and records management; Manage and facilitate the implementation and maintenance of ICT business solution and applications; Manage and provide ICT infrastructure.
and service management; Oversee the provision of safety and security management in the Justice Cluster.

ENQUIRIES
Ms R Roos Tel No: (012) 315 1159

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

NOTE
People with disabilities are encouraged to apply.

POST 03/155
CHIEF MASTER REF NO: 19/176/MAS
Re-advertisement, those who have applied before need not apply because they will be considered during the short-listing).

SALARY
R1 521 591 – R1 714 074 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE
National Office: Pretoria

REQUIREMENTS
An appropriate LLB Degree or recognized 4 years legal qualification (NQF level 8); 8 years of experience at a senior management level of which 5 years should be in the management of deceased estates, insolvencies and trusts; Knowledge of all spheres of law including interpretation of statutes, administrative law, law of contracts and asset forfeiture; Knowledge of PFMA and Treasury Regulations. Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES
Key Performance Areas: Provide strategic leadership to the Office of the Master of the High Court; Formulate policy, strategy and facilitate operational risk management across the Master of the High Court; Manage and provide corporate governance to the Master of the High Court’s operations in terms of the enabling legislations; Facilitate and manage the stakeholder relations for the Masters Branch; Manage the finance of the Branch as delegated; Provide effective people management.

ENQUIRIES
Mr. S Maeko Tel No: (012) 315 1996

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

NOTE
People with disabilities are encouraged to apply.

POST 03/156
STATE ATTORNEY (X8 POSTS)
Re-advertisement, those who have applied before need not apply because they will be considered during the short-listing).

SALARY
R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Pretoria Ref No: 19/180/SA (X1 Post)
Durban Ref No: 19/181/SA (X1 Post)
East London Ref No: 19/183/SA (X1 Post)
Bloemfontein Ref No: 19/184/SA (X1 Post)
Johannesburg Ref No: 19/185/SA (X1 Post)
Nelspruit Ref No: 19/186/SA (X1 Post)
Cape Town Ref No: 19/182/SA (X1 Post)
Northern Cape Ref No: 19/197/SA (X1 Post)

REQUIREMENTS
An LLB or Four year recognized legal qualification at NQF 7; 5 years’ experience at a senior managerial level; Minimum of 8 years litigation experience; Admission as an Attorney; Administrative and management experience. Skills and Competencies: Legal research and drafting; Computer literacy (MS Office share point portal, MS Outlook, JutaStat); Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking; Strategic leadership capability; Performance Management; Analytical thinking, problem
solving and decision making; Project management, Research and Development; Knowledge Management; Change management; Financial management.

**DUTIES**

Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Provide effective people management.

**ENQUIRIES**

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

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

**POST 03/157**

**DIRECTOR: ORGANISATIONAL DEVELOPMENT DESIGN**

**REF NO: 20/01/HR**

**SALARY**

R1 057 326 – R1 245 495 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

A Degree in Management Services/Organisation and Work study, Industrial Engineering, Industrial Psychology, Production/Operations Management/or any related qualification relevant to NQF 7; 6 years’ experience in Organisational Development and Design of which 5 years must be at a middle/senior managerial level; Understanding of Diversity Management, Public service Regulations and Public Finance Management Act; Knowledge of Organizational Design, Development and Change Management; A valid driver’s license. Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES**

Key Performance Areas: Oversee organizational design and post establishment processes; Facilitate business process re-engineering, norms and standards procedures; Manage the provision of strategy and legislative support; Evaluate and monitor change management interventions; Manage corporate related function.

**ENQUIRIES**

MS. E. Zeekoei Tel No: (012) 315 1436

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply.

**POST 03/158**

**DIRECTOR EMPLOYEE RELATIONS**

**REF NO: 20/02/HR**

**SALARY**

R1 057 326 – R1 245 495 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) as recognized by SAQA in Labour Relations/ Human Resource or any other related qualification; 3 years’ experience working in Employee Relations; At least 6 years’ human resource experience of which 5 years must be at middle/senior management level; Knowledge of legislation prescripts and frameworks of the Department; A valid driver’s license; Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial management and change management; Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus; Communication skills; Presentation and facilitation, Computer skills (MS Office).
**DUTIES**

Key Performance Areas: Manage grievances and misconduct to harness sound employee relations; Manage and coordinate the handling of disputes resolutions and appeals; Manage related stakeholder relations; Manage the facilitation of ER related capacity building programmes; Manage and facilitate the development of ER policies, strategies and systems.

**ENQUIRIES**

Ms E Zeekoei Tel No: (012) 315 1436

**APPLICATIONS**

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

**OTHER POSTS**

**POST 03/159**

COURT MANAGER REF NO: 20/04/KZN

**SALARY**

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

**CENTRE**

Magistrate’s Office: Verulam

**REQUIREMENTS**

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

**DUTIES**

Key Performance Areas: Manage courts within Ethekwini Metro; Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.

**ENQUIRIES**

Ms V.T. Mlandeliso Tel No: (031) 372 3000

**APPLICATIONS**

Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

**POST 03/160**

ADMINISTRATIVE OFFICER REF NO: 20/05/KZN (X2 POSTS)

**SALARY**

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

**CENTRE**

Magistrate Court: Ntuzuma

**REQUIREMENTS**

Three-years Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification and at least three years’ relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES**

Key Performance Areas: Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and...
trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor/Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES
APPLICATIONS
Ms V.T. Mlandeliso Tel No: (031) 372 3000
Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 03/161
ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 20/06/KZN

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

CENTRE
Magistrate Court: Bergville

REQUIREMENTS
Three years Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification and at least three years’ relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES
Key Performance Areas: Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor/Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES
APPLICATIONS
Ms C.S. Sikhonde Tel No: (031) 372 3000
Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 03/162
ADMINISTRATIVE OFFICER REF NO: 20/04/FS

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

CENTRE
Magistrate’s Office: Winburg

REQUIREMENTS
Three year Bachelor’s degree /National Diploma in Public Management /Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
**DUTIES**

Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

**ENQUIRIES**

Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

**POST 03/163**

**ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 20/07/KZN**

**SALARY**

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

**CENTRE**

Regional Office: Durban

**REQUIREMENTS**

A Bachelor’s degree or Diploma in Health and Safety and Risk Management or equivalent qualification and two years’ relevant experience; A certificate in Project Management/Security Management will be an added advantage; Knowledge of OHS Act, COIDA, NEMA, strong knowledge of SHER management standards and guidelines, system orientation approach in work methodologies, sound knowledge of research methodology; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to work independently and under pressure; Ability to conduct SHE risk assessment; Ability to identify hazards, environmental impacts, and risks; Report writing skills; Project Management skills; Financial management skills; Research and analytical skills, presentation skills.

**DUTIES**

Key Performance Areas: To render an effective and efficient Safety, Health, Environment Training services within the Sub-Directorate: Security Management in the Province in line with Legislation requirements, standards, policies and guidelines, to ensure the development, implementation, management, and monitoring of health and safety management system to continually improve through application of the best practices; Implement and review SHE policy standards and guidelines in relation to the legislation; Coordinate and conduct SHER awareness programmes and prepared to travel within the province; Assist in developing training modules for occupational health and safety courses; Develop and implement student assessment and reporting strategies; Implement strategies to meet learning needs of the students; Evaluate the impact of the SHER training programme for continual improvement on SHER management system; Liaise with relevant institutions for accreditation process of health and safety training courses; Facilitate and Conduct training session in the Regions and in other offices within the respective Province; Assist in compiling statistics for occupational diseases in the workplace; Participate in the investigation procedures and incident reporting of SHER related cases; Initiate special projects to enhance a safe and healthy working environment for officials in the department; Properly manage the utilization of all resources in line with PFMA and other relevant legal frame work; Incorporate the expertise of ISM to develop a network system for quick and effective method of incident reporting; Manage and keep record of important information received in line with Minimal Information Security Standard, National Archives of South Africa and OHS Act and regulations.
ENQUIRIES : Ms M.P. Khoza Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

POST 03/164 : MAINTENANCE OFFICER (MR1 –MR5) REF NO: 20/08/KZN

SALARY : R198 411 – R480 921 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court: Umbumbulu

REQUIREMENTS : LLB degree or recognized 4-years legal qualification. Basic knowledge and understanding of legal research principles of drafting legal documents. Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. Knowledge of the maintenance system. Skills and Competencies: Communication Skills (verbal & written); Loyalty, honesty, Ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

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

ENQUIRIES : Ms V.T. Mlandeliso Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
ANNEXURE F

NATIONAL TREASURY

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

CLOSING DATE: 10 February 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 consider (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 03/165

CHIEF DIRECTOR: FINANCIAL MANAGEMENT (CHIEF FINANCIAL OFFICER)

REF NO: S005/2020

Division: Corporate Services (CS)

Purpose: To ensure sound financial management in National Treasury and adoption of appropriate corporate governance practices in line with applicable norms and standards.

SALARY: R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An NQF level 7 Degree in Accounting/Auditing/Financial Management, An Honours in Accounting/CTA/CA(SA) will definitely be an advantage, A minimum 5 years’ experience at a senior management level (Director), obtained within a financial management and Supply Chain environment within government or any other organ of state, In-depth knowledge of PFMA and the broader government framework on financial management, Knowledge and experience of the budget policy framework and their due processes.

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. Some key Outputs include: Budget Management: Advise and guide management on department annual budget and financial issues in order to make informed decisions, Develop annual and rolling three-year (3) MTEF budget for the Department, Facilitate the submission of National Treasury’s annual budget. Regulatory Framework and Reporting: Ensure that all reports, returns, notices and other information which are submitted to the Executing Authority, the National Treasury and the Auditor-General as required by the PFMA are timeous and accurate, Ensure compliance with the provisions of the Public Finance Management Act, 1999 and the Treasury Regulations. Ensure that the annual financial statements are accurately prepared and submitted timeously to the National Treasury and the Auditor-General as required by the PFMA, Ensure that early warning systems both monthly and quarterly are accurately prepared and submitted to the Accounting Officer and Executive Authority within the stipulated period, Support the monitoring of the entities reporting to the Minister of Finance. Financial Management: Monitor the transversal system functions. Ensure proper
management of Assets including the asset verification process, Ensure that financial monthly and year closure are done in time. Policies and Procedures: Develop and review of risk models and the mitigation of risk by suitable policies/procedures, proper segregation of duties and development of appropriate internal control procedures, Develop and maintain appropriate systems and policies to ensure effective, efficient and economical management of resources and assets in the National Treasury, Monitor the implementation of an effective financial management strategy. Supply Chain Management: Develop, implement and monitor the implementation of Demand Management, Acquisition Management and Logistics Management Plans, Develop and monitor the implementation of the contract management including performance management, Oversee that the appropriate Supply Chain Management which is fair, equitable, transparent, competitive and cost effective, Monitor the implement of spend analysis. Strategic Leadership: Advice on strategic financial and corporate governance matters pertaining to allocated budgets, Implementation of strategic management skills and project management principles, Liaise with the relevant departmental, public entities and supplier stakeholders on transverse finance issues. Manage and provide leadership to the staff

ENQUIRIES: Ms Lorraine Pale Tel No: (012) 406 9087
APPLICATIONS: may be sent via e-mail to Recruit.CS@treasury.gov.za

POST 03/166 : CHIEF DIRECTOR FINANCIAL OPERATIONS REF NO: S006/2020
Division: Asset and Liability Management (ALM)
Purpose: To strategically manage government’s cash account for debt and investment transactions and develop and maintain integrated debt and investment management systems.

SALARY : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Financial Accounting/ Management Accounting/ Auditing/ Economics, A minimum 5 years’ experience at a senior managerial level obtained in the financial accounting, management accounting and economics environment, within government or private sector and recognised international institutions; Knowledge and experience of the broader government financial frameworks on financing of government accounts.

DUTIES : Some key Outputs include: Government’s Cash Requirements: Formulate and maintain a cash management framework for national government to ensure that there is sufficient money in the National Revenue Fund to meet all government’s commitments at all times, Formulate and maintain an investment strategy to invest government’s surplus cash, Oversee back office operations resulting from cash management operations, Maintain an effective account structure for the collecting of tax and non-tax revenue. Finance Government’s Gross Short-Term Borrowing Requirement: Formulate and maintain a short-term funding strategy which includes the issuance of Treasury bills and bridging finance facilities, Maintain a framework for the pooling of broader public sector cash to optimise the use thereof, Enhance liquidity of Treasury bills, Minimise debt service cost through maintaining a prudent short-term borrowing strategy, Account for Investments, Domestic and Foreign Debt Transactions: Implement and maintain effective accounting frameworks, Compile quarterly and annual financial statements, Forecasting of volume of government debt and debt service cost. Maintain a database of information to enable statutory reporting and reporting in terms of international agreements. Develop Integrated Systems for Debt and Investment Management: Maintain an information technology strategy utilising enterprise architectural technology, Develop and implement a system road map for the Asset and Liability Management Division, Provide system support to stakeholders, Manage operational risk within the systems environment.

ENQUIRIES : Ms unathi Mkapu on Tel No: (012) 315 5531
APPLICATIONS : may be sent via e-mail to Recruit.ALM@treasury.gov.za
OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS

Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION

Mr M Mabuza

CLOSING DATE

14 February 2020 at 15H45

NOTE

Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission.

OTHER POST

POST 03/167

DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/01/20

SALARY

R869 007 per annum. (All inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE

North West Provincial Office

REQUIREMENTS

Ideal candidate’s profile: A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. 3-5 Years supervisory experience in Research and the development of Public Administration Practice. Strong technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Administration, Human Resource Management Practices including Labour Relations, Ethics Infrastructure, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver’s license (with exception of disabled applicants). An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs.
**DUTIES**

Evaluate the performance of the North West provincial public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems. Assist with investigation of grievances submitted to the PSC. Assist in managing and conducting Public Administration Investigations. Draft reports emanating from the key performance areas, including the report on the Compliance of the Constitutional Values and Principles (Section 196 4 (e) of the North West Provincial Government.

**ENQUIRIES**

MR L Mautlwa Tel No: (018) 384 1000
**ANNEXURE H**

**DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**

**APPLICATIONS**

Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

**CLOSING DATE**

07 February 2020 @ 16:30 pm

**NOTE**

The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of all qualifications, Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

**MANAGEMENT ECHELON**

**POST 03/168**

SENIOR SECTOR EXPERT: PUBLIC HEALTH REF NO: 001/2020

CD: Health

**SALARY**

R1 057 326 per annum (Level 13). (All-inclusive salary package per annum). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelor’s Degree / Advanced Diploma (NQF 7) in the areas of Public Health or Medicine or equivalent with at least 8 years’ relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in Public Health or Medicine. A relevant post-graduate qualification (NQF8) and/or specialist training courses
will be an added advantage. Competencies/Skills, must have a valid Driver’s Licence and be prepared to travel frequently: A good understanding of government policies and plans – social, health, governance and related areas. Competencies /Skills: The ideal candidate should have the following skills: monitoring and evaluation, research, project management skills, planning, coordination, report writing and interpersonal skills and sound human relations. Should produce good quality of work, be reliable and have initiative skills. Should have good communication skills (Verbal and Written), should be flexible and have the ability to work within a team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Ability to work with diverse and multi-disciplinary teams.

**DUTIES**

The successful candidate will be responsible for contribution to the development, monitoring and the periodic review of the Health Chapter of the National Development Plan (NDP) Vision 2030; with a view to specifically strengthen and enhance the monitoring of public health care delivery to all South Africans as well as the performance of Public and Private Health Sectors including organisations and institutions outside government. This entails constant review of the implementation of Health Chapter of the NDP 2030 continuous monitoring and reporting on IMPACT to the executive on progress towards the NDP particularly the impact being made on people’s lives tracking the development of National Health Insurance (NHI) in South Africa; monitoring the country’s progress towards sustainable Development Goals (SDG’s); tracking of progress at the coalface of service delivery in public health across all levels of health facilities – Clinics; Community Health Centres and Hospitals; Providing technical support for the strengthening of the Public Health System; supporting of the conducting of evaluations in the Public Health Sector in conjunction with the relevant unit of DPME and Supporting of the implementation of Operation Phakisa 2: Ideal Clinic Realisation and Maintenance Programme; and producing excellent quality reports appropriate for Executive. Monitoring the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.

**ENQUIRIES**

Mr N Nomlala, Tel No (012) 312-0452

**OTHER POSTS**

**POST 03/169** : EVALUATION SPECIALIST REF NO: 002/2020

CD: Evaluation

**SALARY** : R869 007 per annum (Level 12). (All-inclusive salary package per annum). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate qualification (NQF 7) in Social/Economic Sciences/Research/Evaluation or equivalent with at least 6 years’ relevant experience of which 3 years’ experience must be in evaluation/research and 3 years’ experience must be at ASD/junior management level. An NQF 8 qualification and/or specialist training courses will be an added advantage. The successful candidate should have Strong knowledge of qualitative research methodologies and ideally quantitative as well and have Strong evaluation/research background. Operate successfully with high-level staff in government. Should be credible in the academic environment. Good understanding of government across the three spheres (National, Provincial and
Local). Practical experience of undertaking several evaluations. Should have Project/Programme Management and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff. Must have a valid Driver’s licence.

**DUTIES**

The successful incumbent will be responsible to develop national evaluation policy, guidelines and systems. This entails managing, coordinating and supporting evaluation activities to meet the operational needs of the DPME and government widely and developing a comprehensive national evaluation plan/agenda to inform the implementation of the NDP. Build collaborative partnerships for continuous supply of evaluation to meet developmental objectives of the government and build evaluation repository to improve access to evaluation evidence; and co-ordinate reporting documents for various structures. Ensuring the Chief-Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning and management, business/operational and performance annual planning as well as management of procurement within the Chief-Directorate and ensuring sound corporate governance mechanisms for the Chief-Directorate.

**ENQUIRIES**

Mr J Mchunu Tel No: (012) 312-0462

**POST 03/170**

**ASSISTANT SPECIALIST: EVENTS AND COMMUNICATIONS**

Ref No: 003/2020

Directorate: Marketing and Communications Services

**SALARY**

R376 596 per annum (Level 09) plus benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate 3 year tertiary qualification (NQF 6) in Marketing, Public Relations Communication or equivalent qualification and at least 5 years relevant experience of which 3 years must be in events management/communication and 2 years at supervisory level. Must have excellent writing, research and editing skills. Should possess the following skills: Presentation skills, Report writing skills, High level of computer literacy and sound knowledge of the Microsoft Office suite. Ability to apply technical/ professional skills. Ability to accept responsibility and take initiative, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must be creative and have good Interpersonal relations, planning and execution skills and good leadership skills. Must have practical problem solving skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.

**DUTIES**

The successful candidate will be responsible for marketing and communication of departmental programmes and initiatives through through various media, social media and outreach platforms and coordinate events. This entails developing targeted media and social media plans and event concepts to ensure effective communication support to the work of the Department. Ensure effective implementation of events and outreach activities by updating/administering the events calendar and database. Initiative outreach activities that are intended to communicate departmental message and build relations with stakeholders. Build and maintain relations with the media. Ensure effective communication of departmental messages through social media and various media platforms. Initiate media engagement sessions to highlight the work of the department.

**ENQUIRIES**

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

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

ANNEXURE I

APPLICATIONS: quoting the relevant reference number and the centre of the post, should be submitted as follows:

Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau

Pretoria Regional Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele

Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Fikile Xaso and Samora Machel Streets Durban. For Attention: Mr R Joseph

Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

Nelspruit Regional Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nyguza

Johannesburg Regional Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau

Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile

Port Elizabeth Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. For Attention: Ms F. Clark.

Kimberley Regional Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. For Attention: Ms N Hlongwane

Polokwane Regional Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa

Cape Town Regional 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.

Mthatha Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention Mr S Makhonzi

CLOSING DATE: 07 February 2020 at 16H00

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, 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. Note: 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.

MANAGEMENT ECHELON

POST 03/171

DEPUTY DIRECTOR-GENERAL: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: 2020/07

Job Purpose: Provide strategic leadership in the development and implementation of legislation, strategies, and policies for EPWP, oversee the delivery of services in the areas of the Infrastructure Sector, Environment and Culture Sector, Social Sector and Non-State Sector, oversee the implementation of the technical secretariat functions to the PEP-IMC and ensure that sustainable livelihoods and convergence are infused into the programme, oversee monitoring and evaluation of the Expanded Public Works Programme; manage stakeholder relationships and co-ordinate economic development across all sectors of the Expanded Public Works Programme.

SALARY

R1 521 591 per annum, (All inclusive negotiable package) including basic salary (70% of package) State’s contribution to Government Employee Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE

Head Office: Pretoria

REQUIREMENTS

An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Public Management or Public Policy, or related qualification as recognised by SAQA plus 8-10 years’ experience at senior managerial level in the relevant field, Knowledge of functioning of national, provincial and local government, fundamental economics, financial management, EPWP goals and objectives, employment creation strategies, appropriate labour-intensive technologies, skills development strategies. Skills: Strategic management, executive management skills, tender processes, effective communication (verbal and written), numeracy, marketing and liaison, programme and project management, relationship management, interpersonal and diplomacy skills, problem solving skills, decision making skills, motivational skills, influencing skills, negotiation skills. Extensive travelling. Personal Attributes: Analytical thinking, innovative, creative, solution orientated – ability to design ideas without direction, ability to work under stressful situations, ability to communicate at all levels, including with political office bearers, people orientated, hard-working; highly motivated.

DUTIES

Manage and tie in agreements with funding agents (such as SETAs and others) for on-going support and resources to fund the participant training on EPWP projects, Manage, co-ordinate and monitor support systems to ensure implementers’ training for EPWP projects, Support the implementation of EPWP across all three spheres of government, Commission research on latest trends to advance implementation of Public Employment Programmes, Ensure the development and implementation of effective and efficient acts, strategies and policies, Ensure that all EPWP policies contribute to the department’s strategic objectives, Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies, Ensure that the budget framework is in line with the Medium Term Expenditure Framework, Oversee the coordination of various training and capacity building initiatives of the EPWP, Support public bodies in the different sectors to implement the EPWP to contribute to Full Time Equivalents (FTEs) and work opportunity targets, Ensure promotion of labour-intensive methods across all...
spheres of government, Oversee the Implementation of the Technical Support Programme to ensure the participation by public bodies, Oversee the implementation of the labour-intensive infrastructure programmes; oversee the coordination of social and environmental development across all sectors of the Expanded Public Works Programme, Facilitate & co-ordinate all Non-State Sector activities within the EPWP, Oversee the coordination of Public Employment Programmes, Oversee the monitoring of the implementation of PEP-IMC resolutions within the branch and in collaboration with the relevant Departments, Oversee the analysis of the conditions and developments in the economic environment to ensure that sustainable livelihoods and convergence infuses into the programme, Prepare reports on the state of the implementation of the EPWP Service Level Agreements, Manage and analyze research data, Manage the spatial analysis of Public Employment Programmes.

ENQUIRIES: Mr C Mtshisa Tel No: (012) 406 1546
NOTE: It will be expected of the candidate to sign a Performance Agreement and be subjected to Top Secret Security Clearance

POST 03/172: DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATIONS REF NO: 2020/08

SALARY: R1 521 591 per annum, (All-inclusive negotiable package) including basic salary (70% of package) State’s contribution to Government Employee Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE: Head Office (Pretoria)
REQUIREMENTS: An undergraduate qualification (NQF 7) and Post graduate (NQF 8) in Public Management, Policy, policy management or related field of study, 8-10 years' Senior Management experience in the relevant field, Learning Fields: Economics, Public Works Programmes, Contract Management, Project Management, Incubator Programme, Knowledge: Understanding of the Public Sector environment and transformation challenges, PFMA, Strategic Planning, Project Management, Delivery Innovation, Built Environment, Personal Attributes: Analytical thinking, Innovation, Creative, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, People orientated, Hard-working, Highly motivated, Skills: Strategic management, Executive management skills, Tender processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and Project Management, Relationship Management, Interpersonal and Diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Influencing skills, Negotiation skills, Change Management, Service delivery, Other: Travelling.

DUTIES: Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry, Provide strategic leadership in the development of building regulations, norms and standards, Research, develop, monitor and review construction sector policies, Establish best practice partnerships with various stakeholders in the construction industry, local and international, Facilitate policy integration with DPW Public Entities, Oversee the development of policies within the Department, Regulate the property industry to promote transformation, growth and development; and to promote uniformity and best practice in immovable asset management in the public sector, Research, develop, monitor and review policies and regulations, Establish best practice partnerships with various stakeholders in the property industry, local and international, Provide support to Immovable Asset Management, Oversee the development of policies within the Department, Develop and manage the implementation of international relation framework, Manage, integrate and coordinate international relations, Identify and articulate issues of strategic significance to the department, Develop international relations framework.

ENQUIRIES: Mr C Mtshisa Tel No: (012) 406 1546
POST 03/173: CHIEF DIRECTOR: LEGAL SERVICES REF NO: 2020/09

SALARY: R1 251 183 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service).

CENTRE: Head Office (Pretoria)

REQUIREMENTS: Bachelors Degree in Law/Legal or LLB degree (NQF Level 7) plus 5 years' experience at a Senior Management level with extensive relevant experience in management and drafting of contracts/leases, Knowledge of the Constitution, the Government Immovable Asset Management Act, (GIAMA), the Public Service Act (PSA), the Labour Relations Act, (LRA), the Basic Conditions of Employment Act, (BCEA), Preferential Procurement policies and related legislation, functioning of National, Provincial and Local Government, the inter-governmental related policies, the Public Finance Management Act, (PFMA), the Promotion of Access to Information Act, (PAIA) and the Promotion of Administrative Justice Act, (PAJA).

Skills: Legislation drafting, Liaison with the Chief State Law advisors in conducting International Agreement, Report writing, advanced interpersonal relations, Diplomacy Negotiation.

DUTIES: Manage legal services, Provide high-level expert advice, guidance and opinions on legal matters pertaining to the Minister and top management, Liaise with the office of State Attorneys and the Department on litigation-related matters, Administer legal matters and contracts, Provide training to Regional Offices' components on contracts administration, Coordinate activities of legal services in all the Regional Offices, Effectively manage the Component, Manage the budget and expenditure of the component, Manage the administration and safekeeping of contracts.

ENQUIRIES: Mr C Mtshisa Tel No: (012) 406 1546

POST 03/174: CHIEF DIRECTOR: EPWP MONITORING & EVALUATION REF NO: 2020/10

SALARY: R1 251 183 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service).

CENTRE: Head Office (Pretoria)

REQUIREMENTS: Bachelor's Degree (NQF 7) in the relevant field, 5 years' senior management experience in the relevant field, Monitoring and evaluation theory, methodology and systems, Public work programmes. Knowledge: Monitoring and evaluation theory and methodology, Monitoring and evaluation systems, Statistics, Databases, Goals of public works programmes. Skills: Working with databases (programming queries), Statistical skills, Strategic management, Senior management skills, Financial management, Tender processes, Effective communication (verbal and written), Numeracy, Relationship management, Programme and project management, Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Negotiation skills.

Personal Attributes: Analytical thinking, Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situation, Ability to communicate at all levels, including political office bearers, People orientated, Hard-working, Highly motivate, Driver’s license, Extensive travelling.

DUTIES: Oversee the development and the implementation of legislations, strategies, and policies for EPWP Monitoring & Evaluation:- Undertake researches on latest trends, Ensure the development and implementation of effective and efficient acts, strategies and policies, Ensure that all EPWP Monitoring & Evaluation policies contribute to the departments' strategic objectives, Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies, Ensure that the budget framework is in line with Medium Term Expenditure Framework, Oversee the development, implementation and maintenance of an effective monitoring and evaluation framework:- Ensure that quarterly monitoring reports on the implementation of EPWP are compiled, Oversee the management of data analysis collected nationally, provincially and at municipal level, Oversee the management of budgetary functions related to monitoring, development and implementation of the reporting system, Commission evaluation studies in line with the Monitoring and evaluation framework, Over the design and management of a risk
management plan with regard to the quality of monitoring data: Oversee promotion of data quality in all sectors within the EPWP, Oversee and manage the risk plan for data quality, Conduct research to inform optimal budget allocation in support of the EPWP and all other departmental programme, Manage the spatial analysis capacity in support of the EPWP and all other departmental programmes: Oversee the promotion of spatial analysis in all sectors of the EPWP, Manage the process to map progress of the EPWP, Oversee the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes, Oversee the development and maintenance of web based GIS to publish data and facilitate the location of projects, Effective management of the Chief Directorate: Manage the co-ordination and administration of the component, Manage the employment related processes the administration and development of staff, Oversee the implementation and maintenance of financial control systems, Manage the budget and expenditures of the component, Ensure that all financial transactions comply with Treasury Regulations, Report and breach or failure to comply with any financial and cooperate governance guideline and frameworks.

ENQUIRIES:
Mr S Henderson Tel No: (012) 406 1405

POST 03/175:
DIRECTOR: EPWP GEOGRAPHICAL INFORMATION SYSTEM REF NO: 2020/11

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

CENTRE: Head Office: Pretoria

REQUIREMENTS: Bachelors Degree in GISc or relevant qualification Geography, Demography, Cartography, or related qualifications. Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation, Spatial modelling design and analysis knowledge, GIS, legal and operational compliance, data management processes and statistical analysis experience, Applicant must have 5 years’ experience in middle/senior management, A valid driver’s license and must be prepared to travel, Knowledge and understanding of Microsoft computer and its packages, Strong analytical and project management skills, high level of numeric and data analysis skills, Good communication (verbal and written), Presentation and training skills.

DUTIES: Provide strategic direction to the Directorate, Manage the research, design, development and implementation of GIS technology and its applications, Promote spatial analysis in all sectors of the EPWP, Manage the process to map progress of the EPWP performance against set targets, Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI, Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects, Manage the geocoding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders, Managing the overall resources in the Directorate.

ENQUIRIES:
Ms K Zantsi Tel No: 012 492 3014

POST 03/176:
DIRECTOR: EPWP REPORTING AND DATA MANAGEMENT REF NO: 2020/12

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

CENTRE: Head Office: Pretoria

REQUIREMENTS: Bachelors Degree in Information Technology/Computer Sciences or related preferably with a post graduate qualification. Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation, System development, reporting, data management processes and statistical analysis experience, Applicant must have 5 years’ experience in middle/senior management, A valid driver's license and must be prepared to travel, Knowledge and understanding of Microsoft computer and its packages, Strong analytical and project management skills, high level of numeric and data analysis skills, Good communication (verbal and written); presentation and training skills.

DUTIES: Provide strategic direction to the Directorate, Provide, implement and maintain an effective and efficient EPWP reporting system, Develop business processes and
standard operating procedures for EPWP reporting to comply with EPWP frameworks and policies. Provide reporting technical support to all public bodies implementing EPWP. Ensure that all reporting public bodies have access to the reporting system. Develop guidelines and frameworks to promote data quality in all sectors of the EPWP. Manage the development and implementation of procedures for effective data management. Manage the capturing, collation, validation, maintenance and disseminate EPWP performance to all EPWP stakeholders, Managing the overall resources in the Directorate.

ENQUIRIES
Ms K Zantsi Tel No: (012) 492 3014

POST 03/177
DIRECTOR: EPWP NATIONAL YOUTH SERVICE AND BUILDING MAINTENANCE REF NO: 2020/13

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

CENTRE
Head Office: Pretoria

REQUIREMENTS
Bachelors Degree in Social Science, Civil Engineering, Construction management or equivalent qualification, 5 years’ relevant middle/senior management experience. Knowledge: Construction Industry, Structure and functioning of the Department and Government, Labour-intensive construction methods, National Youth Service, A valid Driver’s licence, Skills: Research methodology, Project management, Financial administration, Negotiation skills, Conflict management, Ability to meet tight deadlines whilst delivering excellent results, Ability to communicate at all levels, particularly at an executive level, Ability to work independently, Good communication (verbal and written), Presentation and training skills, Knowledge and understanding of Microsoft computer and its packages.

DUTIES
The effective management of EPWP/NYS Projects- develop and formulate strategy on efficient management of NYS projects, Identify projects within the public works portfolio for the implementation of EPWP and NYS, Increase the labour-intensity of DPWI projects, Assist with the planning and design of these projects so that they contribute to EPWP and NYS, Assist provincial public works departments and municipalities with establishing EPWP/NYS programmes in the built environment, Assist with the implementation of the NYS projects model, Supervise the activities on the project, Manage relationships with external stakeholders, especially NYDA and DOEL maintain the effective implementation of NYS projects; ensure that work is carried out according to industry standards, Ensure that process will reach the proposed deadline on time, Compile and submit updated reports on progress and management of large projects model, The effective monitoring and reporting on the implementation of the NYS-EPWP - facilitate and manage implementation of the project, Continuously monitor the development of the programme, Monitor and report on EPWP/NYS building projects, Ensure that EPWP/NYS programme is aligned with DPWI overall capital and maintenance strategy, Compile feedback reports on the NYS/EPWP programme with DPWI, Ensure improved performance of staff on the current projects.

ENQUIRIES
Mr I Ariyo Tel No: (012) 492 1447

POST 03/178
DIRECTOR: LITIGATION, LEGISLATION AND CONTRACT ADMINISTRATION REF NO: 2020/14

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

CENTRE
Head Office: Pretoria

REQUIREMENTS
Management Act, Public Service Act, Promotion of Access to Information Act, Magistrates Court Act, Supreme Court Act, Promotion of Administrative Justice Act. Skills: Legislation drafting skills, Excellent communication, Report writing skills, Analytical thinking, Advanced interpersonal and diplomacy skills, Negotiation skills, Ability to work independently, Able to establish and maintain personal networks, Ability to communicate at all levels, particularly at an executive level, Ability to meet tight deadlines whilst delivering excellent results.

**DUTIES**
- Develop essential strategies, policies and procedures for Litigation, Legislation and Contract unit.
- Undertake research on trends and review best practices.
- Manage the development of effective and efficient strategies, policies and procedures aligned to applicable prescripts.
- The effective management support and legal advice to the department on contract administration matters.
- The effective coordination of the contract administration function within the department.
- Proper functioning of the Contract Administration Components in the Department.
- The effective management of the legislative drafting process.
- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- Management of discipline, Development of performance and development.
- Establish implement and maintain efficient and effective communication arrangements.
- Develop and manage the operational plan of the Directorate.
- Report on progress as required.
- Collate inputs from the various legal officers, both at Head Office and in the regions and compile the annual audit report, at financial year-end.
- Compile and submit all required administrative reports.
- Serve on transverse task teams as required.
- Plan and allocate work.
- Quality control of work delivered by employees.

**ENQUIRIES**
- Mr C Mtshisa Tel No: (012) 406-1546

**OTHER POSTS**

**POST 03/179**

**DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT DISPOSALS REF NO: 2020/15**

**SALARY**
- R869 007 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

**CENTRE**
- Head Office

**REQUIREMENTS**
- A three-year tertiary qualification in the Built Environment or equivalent with extensive relevant experience in Property Management preferably in Property Disposals. Appropriate management experience at Assistant Director Level.
- Knowledge of State Land Disposal Act, Broad Based Black Economic Empowerment Act, Government Immovable Asset Management Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, administration skills, decision making skills, problem solving, writing skills, ability to operate under pressure, highly motivated, good understanding of asset management, valid driver’s licence, excellent interpersonal and communication skills.

**DUTIES**
- The incumbent will be responsible for assisting the Director in facilitating disposal of immovable assets for Government socio economic objectives and those identified as superfluous to the needs of the State with the following key result area: Manage the disposal process of State land- co-ordinate and facilitate the process of disposing immovable assets requested for Government’s key strategic objectives; co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal.

**ENQUIRIES**
- Mr Moses Cele Tel No: (012) 406-1204
POST 03/180: DEPUTY DIRECTOR: FINANCIAL REPORTING POSITIONS REF NO: 2020/17(X11 POSTS)
(36-Month Contract)

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

CENTRE: Bloemfontein (X1 Post)
Cape Town (X1 Post)
Durban (X1 Post)
Johannesburg (X1 Post)
Kimberley (X1 Post)
Mmabatho (X1 Post)
Mthatha (X1 Post)
Nelspruit (X1 Post)
Polokwane (X1 Post)
Port Elizabeth (X1 Post)
Pretoria (X1 Post)

REQUIREMENTS: A three year tertiary qualification in Financial Accounting or equivalent qualification. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Willingness to travel with a valid driver’s licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES: Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate’s supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES: Mr H Abrahams Tel No: (012) 406 1270

POST 03/181: OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2020/16

SALARY: R376 596 per annum

CENTRE: Polokwane Regional Office

REQUIREMENTS: A three year tertiary qualification in the Secretarial/Administration/Management fields. The ideal candidate should possess the following attributes: Extensive relevant experience. Advanced computer literacy in MS Office packages (Word, Excel, Power point) and the ability to use E-Mail. Interpersonal, organizing, and communication skills at all levels. Ability to take initiatives. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly organized, hardworking, dynamic self-motivated professional. Capable of learning quickly. Ability to work under stressful situations. Knowledge of the following will
be an advantage: PFMA, Minimum Information Security Standards Act, medium term expenditure budgeting processes, procurement processes and procedures, financial administration processes and systems.

**DUTIES**

Events (diary) management: co-ordinate/arrange meetings/workshops and arrange logistics. Co-ordinate/arrange the Regional Manager’s itinerary, travel arrangements and accommodation. Attend to external visitors (Head Office/Clients etc). Co-ordinate/arrange catering for events/meetings/workshops. Attend meetings, take minutes and prepare and distribute them appropriately. Review tenders and prepare schedules for the tender committee meetings. Budget/Financial Administration: Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. Office Administration: Manage correspondence to and from the office (distribution, tracking, copying and filling). Create/type documents, Co-ordinate/ follow up on/ consolidate inputs, reports, work plans and business plans from the Regional manager’s direct reports. Manage telecommunications (phone, fax, e-mail and internet). Order Office supplies. Ensure the security profile and classification of documents and information related to the office. Undertake office inventory control. Reporting: provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure).

**ENQUIRIES**

Mr. M. Ntshani Tel No: (015) 291 6443

**POST 03/182**

**Assistant Director Internal Audit REF NO: 2020/18**

**SALARY**

R376 596 per annum

**CENTRE**

Head Office

**REQUIREMENTS**

three year tertiary qualification in Auditing, Accounting, Internal Audit Technician (IAT). Extensive practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process. Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver’s license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL and Professional Internal Auditor (PIA) will be an added advantage.

**DUTIES**

Supervise audit field work and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Ensure adequate audit working paper development and review. Evaluate audit findings. Develop conclusions on audit findings. Develop draft and final internal audit reports. Discuss the internal audit report with Audit Manager. Transfer auditing skills to Internal Auditors and Internship students.

**ENQUIRIES**

Mr. B Motlamonyane Tel No: (012) 406 1159

**POST 03/183**

**Assistant Director: Financial Reporting REF NO: 2020/19 (X13 POSTS)**

(36-Months Contract)

**SALARY**

R376 596 per annum

**CENTRE**

Bloemfontein (X1 Post) Cape Town (X2 Posts) Durban (X1 Post) Johannesburg (X1 Post) Kimberley (X1 Post) Mmabatho (X1 Post) Mthatha (X1 Post) Nelspruit (X1 Post) Polokwane (X1 Post) Port Elizabeth (X1 Post) Pretoria (X2 Posts)

**REQUIREMENTS**

A three year tertiary qualification in Financial Accounting or equivalent qualification (NQF Level 6). Extensive relevant finance experience with GRAP or accrual accounting practical experience performed within the last 4 years. Audit articles will be advantage. Willingness to travel with a valid driver’s licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the
PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

**DUTIES**

Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Implement efficient and effective systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for drafting responses to audit findings. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate’s supervision. Ensure effective corporate governance processes and sound resources management.

**ENQUIRIES**

Mr H Abrahams Tel No: (012) 406 1270
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

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<th>POST 03/184</th>
<th>ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/001</th>
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<tr>
<td>SALARY</td>
<td>R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)</td>
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<tr>
<td>CENTRE</td>
<td>Office Of The Registrar Of Deeds: Limpopo</td>
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<tr>
<td>DUTIES</td>
<td>Manage deeds registration. Manage workflow, workload, processes, standards and implement corrective measures. Provide statistics in terms of turnaround of deeds on weekly and monthly basis, exception reports and implement corrective measures. Sign the bundle slip to confirm that spot-check is done. Authorise the withdrawals of deeds on DRS. Manage correspondence and give guidance to clients. Manage interdicts. Sign withdrawals in the interdict register. Deal with matters relating to noting/denoting of interdicts. Provide guidance to clients through letters. Manage queries and errors and take corrective measures. Check and sign endorsement. Manage scanning and verification of interdicts. Liaise with client/Master of Court. Manage sectional titles and final checking. Sign cross-writing titles. Notify Surveyor General and local authority of registrations. Sign open endorsement and verify corrections. Quality assurance sectional titles and final check registers. Analyse monthly report and take corrective measures. Manage rectification of registered deeds and documents. Facilitate rectification of error after...</td>
</tr>
</tbody>
</table>
registration before delivery. Deal with matters affecting legality drafting of deeds. Analyse the problems and take corrective measures. Amend the deeds in compliance to legislations. Liaise with client regarding the errors on registered deeds. Manage registration of townships. Verify the drafting and the correctness of township and documents in respect of causa and its supporting documents, restrictive conditions, ensure all interdicts and other references have been checked. Check and raised notes for validity and registrability of township deeds and documents. Grant hearing to Conveyancers with regard to registration of township deeds related matters and make ruling. Monitor noting of expropriations. Monitor revocation of PA (power of attorneys). Monitor registration item 281 certificates (vesting certificate). Manage the administration of townships and miscellaneous. Control correspondence by checking and signing. Manage the filling of flyleafs. Investigate townships and take corrective measures. Manage the control register of all registered townships. Monitor re-numbering of duplicate numbers of deeds and documents. Authorise the updating of data records.

ENQUIRIES : Ms. MS Madibana Tel No: (015) 283 2359
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk)
FOR ATTENTION : HRM
NOTE : African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/185 : ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/002

SALARY : R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
CENTRE : Office Of The Registrar Of Deeds: Johannesburg


ENQUIRIES : Ms. LR Maloka Tel No: (011) 843 8362
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Weilligh & Prichard Street, Johannesburg.

FOR ATTENTION: HRM
NOTE: Coloured and Indian Males, African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/186: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/003

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Office Of The Registrar Of Deeds: Pietermaritzburg


ENQUIRIES: Ms. MF Mncwabe Tel: (033) 355 6955
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Pietermaritzburg, Private Bag X9028, Pietermaritzburg, 3201 or hand it delivered to: 300 Pietermaritz Street, High Court Building, Pietermaritzburg, (Security desk).

FOR ATTENTION: HRM
NOTE: African and Coloured Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/187: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/005

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Office Of The Registrar Of Deeds: Limpopo


**DUTIES**


**ENQUIRIES**

Ms. MS Madibana Tel No: (015) 283 2359

**APPLICATIONS**

Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).

**FOR ATTENTION**

HRM

**NOTE**

African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

**POST 03/188**

ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/006

**SALARY**

R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**

Office Of The Registrar Of Deeds: Mpumalanga

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Ms. TF Makama Tel No: (013) 756 4065

**APPLICATIONS**

Applications must be submitted to: Office of the Registrar of Deeds: Mpumalanga, Private Bag X11239, Nelspruit, 1200 or hand it delivered to: 25 Bell Street, Old BMW Building, Nelspruit.

**FOR ATTENTION**

HRM
NOTE: African and Coloured Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/189: ASSISTANT REGISTRAR OF DEEDS RE NO: 3/2/1/2020/007

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Office Of The Registrar Of Deeds: Pretoria

REQUIREMENTS: National Diploma in Deeds Registration/Law. B Uris/B Proc/LLB will be an added advantage. 4 years’ experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Section Titles Act, Ordinance, Proclamations, Case Law, Common Law. Job related skills: Ability to address a professional audience comfortably, Ability to convey knowledge to others, Self Confidence, Improvisation Skills, Ability to organise and solve problem. Ability to apply affirmative action to achieve representability and equality in the Deeds Office.


ENQUIRIES: Ms. D Sambo Tel No: (012) 338 7230

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Pretoria, Private Bag X183, Pretoria, 0001 or hand it delivered to: Merino Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

FOR ATTENTION NOTE: HRM

NOTE: African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/190: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/008

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Office Of The Registrar Of Deeds: Vryburg

REQUIREMENTS: National Diploma in Deeds Registration/Law. B Uris/B Proc/LLB will be an added advantage. 4 years’ experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Section Titles Act, Ordinance, Proclamations, Case Law, Common Law. Job related skills: Ability to address a professional audience comfortably, Ability to convey knowledge to others, Self Confidence, Improvisation Skills, Ability to organise and solve problem. Ability to apply affirmative action to achieve representability and equality in the Deeds Office.


ENQUIRIES
APPLICATIONS
Ms. A Golele Tel No: (053) 928 1537
Applications must be submitted to: Office of the Registrar of Deeds: Vryburg, Private Bag X1, Vryburg, 8601 or hand it delivered to: 26 De Kock Street, Magistrate Court Building, Vryburg.

FOR ATTENTION
NOTE
HRM
African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/191
ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 3/2/1/2020/009

SALARY
R376 596 per annum (Level 09)

CENTRE
Office Of The Chief Registrar Of Deeds: Pretoria

REQUIREMENTS

DUTIES
Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers. Receipt of all moveable assets. Perform quantity and quality control. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to furniture and equipment policy and procedures of the department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) to asset holder. The delivery of assets to the asset holder. Approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilisation functionality and financial performance. Monitoring the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by Informing, guiding and advising departmental employees on asset management matters; and Contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning.

ENQUIRIES
Mr. VM Makhubela Tel No: (012) 338 7211
APPLICATIONS
Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretoria and Bosman Street.

FOR ATTENTION
NOTE
HRM
Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.
POST 03/192 : ASSISTANT DIRECTOR: CREDITORS REF NO: 3/2/1/2020/010

This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY : R376 596 per annum (Level 09)

CENTRE : Office of the Chief Registrar of Deeds (Pretoria)


ENQUIRIES : Mr. VM Makhubela Tel No: (012) 338 7211

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

FOR ATTENTION : HRM

NOTE : Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/193 : ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/2/1/2020/011

SALARY : R376 596 per annum (Level 09)

CENTRE : Office Of The Registrar Of Deeds: Vryburg


DUTIES : Maintain debtors accounts. Update account holders details. Address account queries. Manage the collection of money. Ensure that all money received is banked. Ensure reconciliation of account is performed. Manage office budget. Analyse budget and prepare reports that compare budgeting costs to actual costs.
Manage service provider's payments in accordance with Treasury Regulations. Liaise with service providers on an ongoing basis. Prepare financial reports/statements monthly. Consolidate information provided from other sections. Submit the report to OCRD.

**ENQUIRIES**
Ms. A Golele Tel No: (053) 928 1537

**APPLICATIONS**
Applications must be submitted to: Office of the Registrar of Deeds: Vryburg, Private Bag X1, Vryburg, 8601 or hand it delivered to: 26 De Kock Street, Magistrate Court Building, Vryburg.

**FOR ATTENTION**
HRM

**NOTE**
African, Coloured, Indian and White Males, Coloured and Indian Females and people with disabilities are encouraged to apply.

**POST 03/194**
**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO:**
3/2/1/2020/012)

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

**CENTRE**
Office Of The Registrar Of Deeds: Limpopo

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Ms. MS Madibana Tel No: (015) 283 2359

**APPLICATIONS**
Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).

**FOR ATTENTION**
HRM

**NOTE**
Coloured, Indian and White Males, African, Coloured, Indian and White Females and people with disabilities are encouraged to apply
**POST 03/195** : ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2020/013

This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

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

**CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)


**DUTIES** : Facilitate implementation of records management policies and guidelines. Maintain the filing system for the branch. Advice and coordinate the use of approved File Plan by staff. Reduce the duplication of records to improve information sharing. Liaise with the departmental records manager on additions and amendments of the file plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Monitor and evaluate records management practices for compliance to sound records management practices. Manage capturing process on the projects undertaken by the business units. Provide management information on projects. Facilitate access to information and records. Facilitate users’ access to the database system. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records management training needs. Provide a professional development programme for records management staff. Raise awareness on records management and information practices. Participate in the IRMF Forum. Administer and maintain database. Conduct regular registry inspections/audit. Provide compliance report on records management in the branch. Provide reports on the records management implementation programme. Manage the provision of support to meetings for the Chief Registrar of Deeds. Coordinate the arrangements of refreshments for the meetings. Manage the provision of the venue for the meetings.

**ENQUIRIES** : Mr. VM Makhubela Tel No: (012) 338 7211

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

**FOR ATTENTION** : HRM

**NOTE** : Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

**POST 03/196** : SENIOR EXAMINER REF NO: 3/2/1/2020/014

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

**CENTRE** : Office of the registrar of deeds: Johannesburg


**DUTIES** : Distribute deeds. Sort and assess/value deeds for fair distribution and compile distribution list. Monitor allocation of townships/schemes/rosters/corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs. File all the slips, rosters and deeds coming and out of the section. Separate rejection and passed deeds before forward to public office (pigeon holes). Collect and return deeds to distribution for monitoring purposes.

ENQUIRIES: Ms. LR Maloka Tel No: (011) 843 8362
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Weilligh & Prichard Street, Johannesburg.

FOR ATTENTION: HRM
NOTE: Coloured and Indian Males, Coloured and Indian Females and people with disabilities are encouraged to apply.

POST 03/197: SENIOR EXAMINER REF NO: 3/2/1/2020/015

SALARY: R376 596 per annum (Level 09)
CENTRE: Office Of The Registrar Of Deeds: King Williams Town


ENQUIRIES: Ms. M Mobe Tel No: (043) 642 2741
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: King Williams Town, Private Bag X7402, King William’s Town, 5601 or hand it delivered to: 113 Alexandra Road, Ground floor (Security desk), King William’s Town.

FOR ATTENTION: HRM
NOTE: African, Coloured and Indian Males, Coloured and Indian Females and people with disabilities are encouraged to apply.

POST 03/198: SENIOR EXAMINER REF NO: 3/2/1/2020/016

SALARY: R376 596 per annum (Level 09)
CENTRE: Office Of The Registrar Of Deeds: Limpopo


ENQUIRIES: Ms. MS Madibana Tel No: (015) 283 2359
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).
FOR ATTENTION: HRM
NOTE: Coloured, Indian and White Males, African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/199: SENIOR EXAMINER REF NO: 3/2/1/2020/017

SALARY: R376 596 per annum (Level 09)
CENTRE: Office Of The Registrar Of Deeds: Pietermaritzburg

unresolved notes by the Junior Examiner. Check the deeds for compliance and remove notes.

ENQUIRIES : Mr. MF Mncwabe Tel No: (033) 355 6955
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: Pietermaritzburg, Private Bag X9028, Pietermaritzburg, 3201 or hand it delivered to: 300 Pietermaritz Street, High Court Building, Pietermaritzburg, (Security desk).
FOR ATTENTION : HRM
NOTE : African, Coloured, Indian and White Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/200 : SENIOR EXAMINER REF NO: 3/2/1/2020/018

SALARY : R376 596 per annum (Level 09)
CENTRE : Office Of The Registrar Of Deeds: Pretoria


ENQUIRIES : Ms. D Sambo Tel No: (012) 338 7230
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: Pretoria, Private Bag X183, Pretoria, 0001 or hand it delivered to: Merino Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

FOR ATTENTION : HRM
NOTE : Coloured, Indian and White Males, Indian Females and people with disabilities are encouraged to apply.

POST 03/201 : DRS: SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2020/019

SALARY : R316 791 per annum (Level 08)
CENTRE : Office Of The Registrar Of Deeds: Bloemfontein
DUTIES: Provide first level IT user support to clients (Internal). Assist users telephonically with password problem. Install software remotely. Install and configure printer drivers remotely. Render IT & DRS security support. Ensure users computers are logging on the network. Ensure users are not sharing passwords. Ensure Antivirus is installed and running. Ensure PC is receiving windows updates. Ensure security measures are met and policies are adhered. Workshop ICT policies. Identify IT requirements. Provide guidance and advice on IT specifications for procurement. Provide incident management reports. Advice on IT audit queries. Assist in implementing internal and external Audit Action Plan. Maintain DRS applications. Render first line support on systems. Monitor systems availability and report when needed. Ensure users are not sharing system login details. Provide server management services. Monitor access of server room. Check air conditioners if they are working daily. Check if the UPS are on and not giving alarms daily. Ensure that all network points are labelled. Ensure that all switches are working. Escalate network-related calls to OCIO and make the follow up on calls logged.

ENQUIRIES: Mr. IB Khanyile Tel No: (051) 403 0300
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Bloemfontein, Private Bag X20613, Bloemfontein, 9300 or hand it delivered to: New Government Building, Corner Alival and Nelson Mandela Drive, Bloemfontein.
FOR ATTENTION: HRM
NOTE: African, Coloured and Indian Males, African and Indian Females and people with disabilities are encouraged to apply.

POST 03/202: SENIOR DEEDS REGISTRATION OFFICER: ARCHIVING REF NO: 3/2/1/2020/020

SALARY: R316 791 per annum (Level 08)
CENTRE: Office Of The Registrar Of Deeds: Pretoria

DUTIES: Oversee the scanning of deeds and documents. Prepare the documents for scanning. Check the documents/deeds if they are numbered accordingly. Oversee the verification of the images. Verify if the information scanned are according to the hard copy. Oversee the archiving of the images. Check the images if they are the same with the hard copy. Ensure that the strong room is of appropriate room temperature for archiving.

ENQUIRIES: Ms. D Sambo Tel No: (012) 338 7230
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Pretoria, Private Bag X183, Pretoria, 0001 or hand it delivered to: Merino Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.
FOR ATTENTION: HRM
NOTE: Coloured, Indian and White Males, Coloured Females and people with disabilities are encouraged to apply.

POST 03/203: SENIOR DEEDS REGISTRATION OFFICER: REGISTRATION REF NO: 3/2/1/2020/021

SALARY: R316 791 per annum (Level 08)
CENTRE: Office Of The Registrar Of Deeds: Bloemfontein
DUTIES: Prepare deeds for examination and registration. Sort the deeds according to Deeds Registration procedure manual. Number, endorse and date deeds. Number the documents according to the nature of the deeds. Scan the documents/deeds into the deeds registration system. Perform final check on deeds and deliver deeds. Check the deeds if they were numbered accordingly. Check the endorsement and date stamp if they correspond with the registration system. Process interdicts, sectional titles, townships and miscellaneous registration. Analyse workload report and take corrective measures. Analyse workflow and processes and make recommendation.

ENQUIRIES: Mr. IB Khanyile Tel No (051) 403 0300

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Bloemfontein, Private Bag X20613, Bloemfontein, 9300 or hand it delivered to: New Government Building, Corner Aliwal and Nelson Mandela Drive, Bloemfontein.

FOR ATTENTION NOTE: HRM

African, Coloured and Indian Males, African and Indian Females and people with disabilities are encouraged to apply.

POST 03/204: SENIOR STATE ACCOUNTANT: CASHBOOK, DEBTORS AND AGE ANALYSIS REF NO: 3/2/1/2020/022

This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY: R316 791 per annum (Level 08)

CENTRE: Office of the Chief Registrar of Deeds (Pretoria)


ENQUIRIES: Mr. VM Makhubela Tel No: (012) 338 7211

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

FOR ATTENTION NOTE: HRM

Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/205: CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2020/023

SALARY: R257 508 per annum (Level 07)

CENTRE: Office Of The Registrar Of Deeds: Cape Town

REQUIREMENTS: Grade 12 Certificate. 5yrs experience at a level of Chief Deeds Registration Clerk. Ability to identify, classify and record a large variety of official documents.

**DUTIES**

Supervise the administration of interdicts, expropriation and removal of restrictions. Manage the sub-division activities according to policy. Supervise the assistant deeds registration clerk on an ongoing basis. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Administer new township registers and sectional titles files. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new townships registers. Administer Final Checking and Delivery procedure manuals on an ongoing basis. Perform quality checks on the assistant deeds registration clerks work. Control the movement of records in the sub-division as required. Supervise the file tracking schedule according to policy. Assist in the development and maintenance of the file plan as and when required. Supervise the overall use of the file plan in the sub-division on an ongoing basis. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the binding and maintenance of documents. Issue copies of deeds regularly. Administer sectional title files. Notify the office of the Surveyor General of registrations affecting diagrams according to policy. Supervise the checking of deeds for correctness regularly. Prepare deeds for signature regularly. Perform quality checks on subordinate work regularly. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

**ENQUIRIES**

Mr. T Clark Tel No: (021) 464 7623

**APPLICATIONS**

Applications must be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: 90 Plein Street, Cape Town.

**FOR ATTENTION**

HRM

**NOTE**

African, Indian and White Males, African Females and people with disabilities are encouraged to apply

**POST 03/206**

CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2020/024

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Office of the Registrar of Deeds: Mpumalanga

**REQUIREMENTS**


**DUTIES**

Supervise the administration of interdicts, expropriation and removal of restrictions. Manage the sub-division activities according to policy. Supervise the assistant deeds registration clerk on an ongoing basis. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Administer new township registers and sectional titles files. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new townships registers. Administer Final Checking and Delivery procedure manuals on an ongoing basis. Perform quality checks on the assistant deeds registration clerks work. Control the movement of records in the sub-division as required. Supervise the file tracking schedule according to policy. Assist in the development and maintenance of the file plan as and when required. Supervise the overall use of the file plan in the sub-division on an ongoing basis. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the binding and maintenance of documents. *Issue copies of deeds regularly. Administer sectional
title files. Notify the office of the Surveyor General of registrations affecting diagrams according to policy. Supervise the checking of deeds for correctness regularly. Prepare deeds for signature regularly. Perform quality checks on subordinate work regularly. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

ENQUIRIES : Ms. TF Makama Tel No: (013) 756 4065
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: Mpumalanga, Private Bag X11239, Nelspruit, 1200 or hand it delivered to: 25 Bell Street, Old BMW Building, Nelspruit.
FOR ATTENTION NOTE : HRM

African, Coloured, Indian and White Males, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/207 : JUNIOR EXAMINER REF NO: 3/2/1/2020/025
SALARY : R257 508 per annum (Level 07)
CENTRE : Office Of The Registrar Of Deeds: Johannesburg
DUTIES : Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES : Ms. LR Maloka Tel No: (011) 843 8362
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Weilligh & Prichard Street, Johannesburg.
FOR ATTENTION NOTE : HRM

African, Coloured, Indian and White Males, African and Indian Females and people with disabilities are encouraged to apply.

POST 03/208 : JUNIOR EXAMINER REF NO: 3/2/1/2020/026
SALARY : R257 508 per annum (Level 07)
CENTRE : Office Of The Registrar Of Deeds: Kimberley
DUTIES : Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data
amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES : Mr. MV Mbizeni Tel No: (053) 832 7228
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: Kimberley, Private Bag X5026, Kimberley, 8301 or hand it delivered to: New Public Building, 9th floor, Corner Knight and Stead Street.
FOR ATTENTION : HRM
NOTE : African, Indian and White Males, African Females and people with disabilities are encouraged to apply.

POST 03/209 : JUNIOR EXAMINER REF NO: 3/2/1/2020/027

SALARY : R257 508 per annum (Level 07)
CENTRE : Office of the Registrar of Deeds: King Williams Town

DUTIES : Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES : Ms. M Mobe Tel No: (043) 642 2741
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: King Williams Town, Private Bag X7402, King William’s Town, 5601 or hand it delivered to: 113 Alexandra Road, Ground floor (Security desk), King William’s Town.
FOR ATTENTION : HRM
NOTE: African, Coloured, Indian and White Males, African and Indian Females and people with disabilities are encouraged to apply.

POST 03/210: JUNIOR EXAMINER REF NO: 3/2/1/2020/028

SALARY: R257 508 per annum (Level 07)
CENTRE: Office of the Registrar of Deeds: Limpopo

DUTIES: Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES: Ms. MS Madibana Tel No: (015) 283 2359
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).
FOR ATTENTION: HRM
NOTE: African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/211: JUNIOR EXAMINER REF NO: 3/2/1/2020/029

SALARY: R257 508 per annum (Level 07)
CENTRE: Office Of The Registrar Of Deeds: Mpumalanga

DUTIES: Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and
interpret sectional titles files. Raise queries if non-complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES
APPLICATIONS
Ms. TF Makama Tel No: (013) 756 4065
Applications must be submitted to: Office of the Registrar of Deeds: Mpumalanga, Private Bag X11239, Nelspruit, 1200 or hand it delivered to: 25 Bell Street, Old BMW Building, Nelspruit.

FOR ATTENTION
NOTE
HRM
African, Coloured, Indian and White Males, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/212
JUNIOR EXAMINER REF NO: 3/2/1/2020/030

SALARY
R257 508 per annum (Level 07)

CENTRE
Office Of The Registrar Of Deeds: Pietermaritzburg

REQUIREMENTS

Duties
Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non-complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES
APPLICATIONS
Mr. MF Mncwabe Tel No: (033) 355 6955
Applications must be submitted to: Office of the Registrar of Deeds: Pietermaritzburg, Private Bag X9028, Pietermaritzburg, 3201 or hand it delivered to: 300 Pietermaritz Street, High Court Building, Pietermaritzburg, (Security desk).

FOR ATTENTION
NOTE
HRM
African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/213
CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2020/031

SALARY
R208 584 per annum (Level 06)

CENTRE
Office of the Registrar of Deeds: King Williams Town

REQUIREMENTS
Grade 12 Certificate or equivalent. 2 Years appropriate Deeds Registry/administrative experience. Knowledge of Records Management. Ability to identify, classify and record a large variety of official documents. Filing skills. Archiving skills. Communication skills (verbal and written). Computer literacy.
Problem Solving. Liaisons skills. Interpersonal skills. The ability to work well under pressure and changing priorities.

**DUTIES**
- Scan of Deeds and Documents. Scan deeds daily. Film deeds daily. Develop films when spool finished. Verification of Deeds. Verify deeds and documents according to hard copies provided. Archive the images. Open new files daily. File correspondence daily. Transfer of files between subdivisions and divisions when required. File copies daily. Packing of files on shelves. Sort all documents according to the prescripts of the National Archives. Assist with the preparation and listing of files and registers for destruction and transfer according to the National Archives Act.

**ENQUIRIES**
- Ms. M Mobe Tel No: (043) 642 2741

**APPLICATIONS**
- Applications must be submitted to: Office of the Registrar of Deeds: King Williams Town, Private Bag X7402, King William’s Town, 5601 or hand it delivered to: 113 Alexandra Road, Ground floor (Security desk), King William’s Town.

**FOR ATTENTION**
- HRM

**NOTE**
- Indian and White Males, Indian and White Females and people with disabilities are encouraged to apply.

**POST 03/214**
- **CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2020/032**

**SALARY**
- R208 584 per annum (Level 06)

**CENTRE**
- Office of the Registrar of Deeds: Johannesburg

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
- Ms. LR Maloka Tel No: (011) 843 8362

**APPLICATIONS**
- Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Weilligh & Prichard Street, Johannesburg.

**FOR ATTENTION**
- HRM

**NOTE**
- Coloured and White Males, White Females and people with disabilities are encouraged to apply.

**POST 03/215**
- **CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2020/033**

**SALARY**
- R208 584 per annum (Level 06)

**CENTRE**
- Office of the Registrar of Deeds: Limpopo

**REQUIREMENTS**
- National Senior Certificate/Grade 12 certificate. 2 years appropriate deeds registry/administrative experience. Knowledge of the Deeds office functions will be an added advantage. Ability to work under pressure. Proficiency in English. Computer Literacy. Numerical skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Good typing skills. The ability to work well under pressure.
DUTIES: Provide deeds information. Provide deeds information to external clients and conveyance daily. Administer the deeds tracking system. Scan the documents/deeds into the deeds registration system. Allocate barcode to account holders. Make sure that the barcodes are allocated accordingly. Keep record of all allocated barcodes. Check if there are no duplications. Issue copies of deeds. Copies are issued according to Deeds registration processes and procedures. Handle enquiries. Attend to enquiries and queries.

ENQUIRIES: Ms. MS Madibana Tel No: (015) 283 2359

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).

FOR ATTENTION: HRM

NOTE: African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/216: CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION

REF NO: 3/2/1/2020/034

SALARY: R208 584 per annum (Level 06)

CENTRE: Office of the Registrar of Deeds: Bloemfontein

REQUIREMENTS: Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.

DUTIES: Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

ENQUIRIES: Mr. IB Khanyile Tel No: (051) 403 0300

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Bloemfontein, Private Bag X20613, Bloemfontein, 9300 or hand it delivered to: New Government Building, Corner Aliwal and Nelson Mandela Drive, Bloemfontein.

FOR ATTENTION: HRM

NOTE: African, Indian and White Males, White Females and people with disabilities are encouraged to apply.

POST 03/217: CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION

REF NO: 3/2/1/2020/035

SALARY: R208 584 per annum (Level 06)

CENTRE: Office Of The Registrar Of Deeds: Johannesburg

REQUIREMENTS: Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.
DUTIES: Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

ENQUIRIES: Ms. LR Maloka Tel No: (011) 843 8362
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Weilligh & Prichard Street, Johannesburg.
FOR ATTENTION: HRM
NOTE: Coloured and White Males, White Females and people with disabilities are encouraged to apply.

POST 03/218: CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION
REF NO: 3/2/1/2020/036
SALARY: R208 584 per annum (Level 06)
Centre: Office of the Registrar of Deeds: Limpopo
REQUIREMENTS: Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.

DUTIES: Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

ENQUIRIES: Ms. MS Madibana Tel No: (015) 283 2359
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).
FOR ATTENTION: HRM
NOTE: African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/219: CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION
REF NO: 3/2/1/2020/037
SALARY: R208 584 per annum (Level 06)
Centre: Office of the Registrar of Deeds: Pietermaritzburg
REQUIREMENTS: Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English.
Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.

**DUTIES**

Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

**ENQUIRIES**

Mr. MF Mncwabe Tel No: (033) 355 6955

**APPLICATIONS**

Applications must be submitted to: Office of the Registrar of Deeds: Pietermaritzburg, Private Bag X9028, Pietermaritzburg, 3201 or hand it delivered to: 300 Pietermaritz Street, High Court Building, Pietermaritzburg, (Security desk).

**FOR ATTENTION**

HRM

**NOTE**

African, Coloured, Indian and White Males, Coloured Females and people with disabilities are encouraged to apply.

**POST 03/220**

ACCOUNTING CLERK REF NO: 3/2/1/2020/038

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Office Of The Registrar Of Deeds: Cape Town

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr. T Clark Tel No: (021) 464 7623

**APPLICATIONS**

Applications must be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: 90 Plein Street, Cape Town.

**FOR ATTENTION**

HRM

**NOTE**

African, Indian and White Males, African and White Females and people with disabilities are encouraged to apply.

**POST 03/221**

ACCOUNTING CLERK REF NO: 3/2/1/2020/039

**SALARY**

R173 703 per annum (Level 05)
CENTRE : Office of the Chief Registrar of Deeds: Pretoria


ENQUIRIES : Mr. VM Makhubela Tel No: (012) 338 7211

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

FOR ATTENTION : HRM

NOTE : African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/222 : PRINCIPAL DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2020/040

SALARY : R173 703 per annum (Level 05)

CENTRE : Office of the Registrar of Deeds: Cape Town

REQUIREMENTS : Grade 12 or Grade 10. No experience required or 2 years Deeds Registry/Administrative experience. Ability to identify, classify and record a large variety of official documents. Microfilming and information systems. Knowledge of records management. Knowledge of the personnel and provisioning administration process. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Liaison skills. Filing skills. Problem solving skills. Archiving skills.

DUTIES : Ensure the scanning of deeds into the system. Ensure documentation is scanned correctly. Ensure that scanned images are saved on server regularly. Verify image against physical document according to specifications. Draw the microfilm rolls and digitalize the copies. Write image to microfilm according to specifications. Ensure that a quality check is performed on film once film has been developed. Submit film over for processing once check is done. Ensure the filing of copies. Ensure film is filed after quality check is completed. Retrieve image on the server for backup.

ENQUIRIES : Mr. T Clark Tel No: (021) 464 7623

APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: 90 Plein Street, Cape Town.

FOR ATTENTION : HRM

NOTE : African, Indian and White Males, African and White Females and people with disabilities are encouraged to apply.

POST 03/223 : PROVISIONING CLERK REF NO: 3/2/1/2020/041

SALARY : R173 703 per annum (Level 05)

CENTRE : Office of the Chief Registrar of Deeds: Pretoria

REQUIREMENTS : Grade 12 certificate. No experience required. Basic knowledge of relevant Public Service Regulatory Framework such as Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA),
B-BBEE and Supply Chain Management prescripts. Planning and organisation skills. Computer literacy skills. Good written and verbal communication skills. Interpersonal relations. Flexibility. Team work. Working under pressure. Meeting deadlines. Must be able to work as a team and independently. Willingness to travel and work irregular hours. A tertiary qualification at NQF level 6 or higher in Finance/Supply Chain Management/Public Management will be an added advantage. 12 months internship programme in Supply Chain Management, particularly acquisition management will be an added advantage.

**DUTIES**


**ENQUIRIES**

Mr. VM Makhubela Tel No: (012) 338 7211

**APPLICATIONS**

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

**FOR ATTENTION**

HRM

**NOTE**

African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.
DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer, and people with disabilities are encouraged to apply for these positions.

APPLICATIONS: The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver it to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria. (Applicants must bring their ID/driver's licence/passport to get access to the department.)

CLOSING DATE: 07 February 2020

NOTE: Applications must be accompanied by a signed Z83 application for employment form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant’s identity document. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority (SAQA). Evaluation by SAQA should accompany all foreign qualifications. The department reserves the right not to make an appointment and correspondence will be limited to shortlisted candidates, who will be interviewed on a date and at a time specified by the department. Suitable candidates will be subjected to personnel suitability checks while confirmation of permanent appointment will be subject to the applicant receiving a positive security clearance.

OTHER POST

POST 03/224: ASSISTANT DIRECTOR: AFRICA MULTILATERAL COOPERATION

(Salary: R376 596 per annum)

CENTRE: Pretoria

REQUIREMENTS: Three-year national diploma or bachelor’s degree in international relations, public administration or a science qualification. Two to three years’ working experience in an international science and technology-oriented environment. Good understanding of the impact of science, technology and Innovation (STI) on economic development and the National System of Innovation. Excellent communication (verbal and written) and interpersonal skills and computer literacy. Knowledge of Public Service Regulations. Basic understanding of the Public Finance Management Act, scientific research and international science and technology institutions, actors and systems. Knowledge of African-European Union (EU) geo-political dynamics. The successful candidate will be expected to have administration, research and development and sound project management skills. Ability to work individually and as part of a team. Establish and maintain internal and external networks and work under pressure. Be creative and show initiative.

DUTIES: Facilitate and coordinate South Africa’s participation in Africa-EU projects. Mobilise programme owners and funding partners to promote the coordination of Africa-EU research cooperation and funding instruments/mechanisms to support global challenges. Monitor and analyse Africa-EU partnerships in STI development and ensure progress and compliance in their financial management.

ENQUIRIES: Ms Tshiamo Letswalo Tel No: (012) 843 6675
DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

FOR ATTENTION : Ms E Steenkamp

CLOSING DATE : 07 February 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 of this advertisement 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.

OTHER POST

POST 03/225 : DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO. (C1/2020) (X2 POSTS)
(Five (5) Years Fixed-Term Contract Positions)
Directorate: Systems Development

SALARY : R733 257 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate Bachelors Degree or National Diploma in Information Systems/Computer Science PLUS 3 years’ experience in the field of system analysis, system design, system and database development, system testing, training and system maintenance. Knowledge of the Public Service legislation. Knowledge of project management approaches, tools and phases of project lifecycle. Knowledge of systems development lifecycle. Knowledge of programme and database tools. Knowledge of COBIT. Competencies needed: Communication (written, verbal) skills. Planning and organising skills. Problem-solving skills. Diagnostic and analytical skills. Project management skills. Computer literacy. Coordination skills. Facilitation and presentation skills. Client orientation skills.

**DUTIES**: Conduct analysis on departmental systems and provide recommendation based on requirements. Ensure efficient designing of database and system architecture. Ensure effective and efficiency of developing, testing, implementing and maintaining of systems and databases. Conduct training on new and existing systems. Ensure alignment and integration of DSD systems with external systems.

**ENQUIRIES**: Ms M Nkhethoa Tel No: (012) 312-7108/7754
APPLICATIONS can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents.

CLOSING DATE: 07 February 2020

NOTE: Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 03/226

CHIEF OPERATING OFFICER

REF NO: TISA/DEMU 011

Overview: To provide strategic and operational support to the Deputy Director-General: TISA with regard to the implementation of organizational strategies to ensure effective and efficient operations of the Division.

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

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Economics/Finance/Business Administration or Public Management/Law /International Relations. 5 years' relevant senior managerial experience in a business/operations and/or general management environment. Key Requirements: Experience in strategic planning. Experience in research management, policy development and implementation. Experience in performance monitoring and evaluation. Experience in stakeholder management, financial management, operational management, strategic capability and leadership, people management, project management and change management. Knowledge and understanding of Public Service act, Public Service Regulations, PFMA and Treasury regulations. Problem Solving and Decision Making skills, communication skills (written and verbal), strong negotiation skills and conflict management. Proficient in MS Office packages.

DUTIES: Provide support to the DDG by ensuring that the Division’s strategy and operations are informed by well-researched social, economic and political policies. Provide leadership and direction in the implementation of the Division’s strategy. Ensure effective co-ordination of Divisional strategic planning events and processes to ensure alignment with the government-wide budgeting and planning cycle. Manage the relationships with key stakeholders to ensure the implementation of programs. Ensure that there is a coherent system and framework for stakeholder engagement. Manage and oversee internal communication and matters related thereto. Monitor and evaluate Divisional performance against strategic and operational business plans and introduce corrective measures where necessary. Develop interventions for improved performance of the Division against the Departmental objectives, targets and goals. Manage and oversee the coordination of interventions for improved performance of staff members and business units. Oversee all disciplinary and corrective measures in accordance with the dti and DPSA policies and guidelines. Identify the Divisional critical competencies and HR
requirements for inclusion in the Departmental Plans. Identify scarce skills areas for implementation of Divisional internships. Manage and oversee service delivery in all areas of the Division. Manage and oversee the daily operational management of Foreign Economic Offices. Advice the DDG and Chief Directors on the development and implementation of the organisational, operational and financial plan. Manage and oversee the process of budgeting and budget transfers to agencies. Manage and oversee proper evaluation and assessments of reports from agencies and advise the dti management on appropriateness and performance of the agencies.

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

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

POST 03/227: DIRECTOR: LEGAL SUPPORT & ENFORCEMENT REF NO: CCRD/NLA 018
Overview: To manage the compliance to the National Liquor Act and provide Legal support to the NLA.

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Economics/Law. 5 years’ relevant experience at a middle/senior managerial level in an Economic/Law environment. Key Requirements: Experience in strategy, policy development and implementation. Experience in litigation and the provision of legal advice and opinions. Admission as an attorney will be an added advantage Experience in managing compliance and enforcement. Experience in stakeholder management, people management, financial management, project and programmes management, report writing and analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and interpersonal skills and problem-solving skills. Strategic capability and leadership skills. Proficient in MS Office packages. Knowledge of Public Service Regulation, Public Service Act and PFMA. Strategic capability and leadership skills.

DUTIES: Strategies and policies for legal services and enforcement: Manage the process of developing and implementing legal services and enforcement policies and strategies. Reduce regulatory compliance costs by improving the regulation of the liquor industry. Provision of legal services and litigation support to the NLA: Provide litigation support to the Chief Directorate. Provision of legal advice and opinions. Manage the consolidation of recommendation for the amendment of the Liquor Regulations. Compliance Resolutions: Develop the compliance regulations procedure and turnaround times. Ensure that non-compliance is analysed and allocated to inspectors for investigation. Stakeholder management: Create platforms for continuous engagements with key stakeholders, including divisions within the dti, other government departments and tiers of government, key SOEs, organized business and labour. Work closely with other Government departments to develop a supportive policy environment. Liaising, consulting and networking with appropriate and relevant stakeholders. Represent the department in all forums and focus groups addressing the sector challenges. Initiate, attend and participate in meetings with industry associations and export councils to ensure alignment with the work of the dti. Monitoring compliance and enforcement: Manage the review of policies and methodologies and benchmark against international best practices. Provide support with the implementation of programmes. Direct and management of the directorate: Manage strategic planning for the directorate, including budgets and human resource. Provide directorate’s inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filling of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Provide inputs into IPAP reporting structures, departmental reporting structures (including ENE reporting, Annual reports, MTSF).
ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

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

OTHER POSTS

POST 03/228: ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: ODG/AUDIT 045
Overview: To supervise and conduct performance audits within the dti in order to assist management in achieving risk management, control and governance objectives within their business units.

SALARY: R470 040 per annum (Level 10) excluding benefits.

CENTRE: Pretoria

REQUIREMENTS: A three-year National Diploma/B Degree in Internal Auditing with at least internal audit, risk management and/or accounting as major subjects. 3 - 5 years' relevant experience in an auditing environment. Key Requirements: Experience in conducting performance audits. Experience in audit planning, consulting and providing advisory services. Experience in supervising auditors or consultants. Experience in financial and project management. Knowledge of and experience in a recognised electronic auditing tool. Sound knowledge and understanding of Public Service Regulations, PFMA, Treasury Regulations and Public Service Act. Knowledge of the Institute of Internal Auditors Standards and the Code of Ethics. Planning and organising skills, presentation skills, communication skill (verbal and written), conflict management skills, problem-solving skills, analytical thinking skills and customer client focus. Proficient in MS Office Package.

DUTIES: Audit Planning, Consulting and Advisory Services: Provide input into the 3-year rolling coverage plan and the Internal Audit Coverage Plan. Assist in the planning of the audit scope in the audit coverage plan as well as work schedules as per risk assessment. Supervise ad hoc audit projects by ensuring that Internal Auditors and/or Consultants meet required standards and deadlines Provide advice in consultation with internal audit management regarding management audit requests. Assist in identifying and conducting follow up audits. Conducting Audits: Engage with clients to obtain the audit scope and objectives. Assist with the drafting of engagement letters. Setting up on contact meetings and subsequent meetings during the course of an audit regarding progress, monitoring and tracking of deliverables. Participate in the Performance Audit Steering Committee meetings. Conduct research and gather background information on the audit area and audit scope to inform the audit plan and engagement letter. Perform risk assessment specifically on performance-related risks taking into account Auditor General Findings. Draft systems descriptions to inform the audit process. Draw up audit programmes to identify controls and weaknesses/inadequacies and effects. Prepare audit working papers with the substantive supporting documentation with regards to audit work performed. Draft informal queries for the areas of control weaknesses and discuss with management for input purposes. Assist in the drafting of the audit report by providing a first draft audit report for internal management review and comment. Complete quality assurance documentation as part of the audit process. Supervision of Internal Auditors and/or Consultants: Assist in the review of certain components of audit work performed by Internal Auditors and/or Consultants e.g. system description, working papers and informal queries for accuracy and quality. Provide input into team members’ performance agreements and Transfer of Skills documentation regarding development and training areas. Provide general feedback on Internal Auditors and/or Consultants work progress. Client Relations: Assist in managing relationships between the Internal Audit Division as well as between management and clients. Resolve issues with clients, in consultation with management. Interact regularly with Consultants on the related audit project in order to ensure progress towards objectives. Communication: Report timeously on Performance audit findings through regular feedback to management. Discuss audit-related issues and audit reports with clients. Provide feedback to the client on an updated risk assessed. Audit Committee Preparations: Provide a draft summary of the specific
performance audit. Assist in verifying and quality assuring the audit committee packs.

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

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

POST 03/229: ASSISTANT DIRECTOR REF NO: MCEP - (IDAD/MCEP 031)
Overview: To coordinate the application process and ensure that MCEP applications from Agro, Furniture, Wood, Pulp and Paper are processed accurately within targeted time in compliance with guidelines, regulations and administrative rules.

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: A three-year National Diploma/B-Degree in Economics/Finance/Business Admin/Public management. 3-5 year's relevant experience in an Incentive/Economic/Finance environment. Key Requirements: Experience in processing of incentive applications. Experience in drafting reports and/or statistics. Experience in stakeholder and project management. Experience in coordination of administrative functions. Research and analytical skills Communications skills (Verbal and written), Client orientation and customer focus, interpersonal skills, financial management, presentation skills, conflict management skills, planning and organising. Knowledge of service delivery improvement. Proficient in MS Packages Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations.

DUTIES: Processing applications: Receive, check and acknowledge the MCEP applications. Update register on received MCEP application to date. Administer and process applications according to guidelines, regulations and administrative rules. Conduct site inspections to verify the authenticity of the entity. Interact with customers and consultants on the applications. Prepare the project summaries for technical or adjudication committee. Reporting: Update statistical database on MCEP applications. Provide support on the compilation of reports on the MCEP applications. Provide support on the compilation of statistics on the performance of MCEP. Provide support in the preparation of ad-hoc statistics as and when required by line management. Stakeholder management: Coordinate MCEP meetings with relevant stakeholders. Interact with other stakeholders to ensure that the approved applicants are successful, sustainable and continuously comply with all incentive programme requirements. Assist concerning the presentations of project summary for applications to the adjudication committee meetings. Administration: Provide input on recommendations or draft revised policy proposals for management. Provide input on divisional budget and business plans. Compile progress reports monthly on the project concerning timelines and budget. Review and update economic statistics every quarter. Provide input into the strategic direction of the unit. Implement SDIP standards and reporting. Review the alignment of SDIP.

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

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

POST 03/230: EXECUTIVE ASSISTANT REF NO: TISA/DMU 020
Overview: To provide administrative support and office management functions in the Office of the Deputy Director-General.

SALARY: R376 596 per annum (Level 09) excluding benefits
CENTRE: Pretoria
REQUIREMENTS: A three-year National Diploma or B Degree in Office Management/Human Resources Management/Business Administration. 3 years’ relevant experience in an office administration/management environment. Key Requirements:
Experience in Document Management Systems. Experience in diary and events management. Experience in financial management. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Planning and organising skills, communication skills (Verbal and Written), interpersonal skills, time management skills and problem-solving skills. Client orientation and customer focus. Proficient in MS Packages.

**DUTIES**

Provides logistical support to the DDG: Manage the electronic diary and arrange meetings for the DDG. Ensure telephone calls are screened and sorted with a programme of call or feedbacks co-ordination. Maintain office supplies. Provide logistical support for the DDG on official trips. Order stationery and other office equipment on a regular to ensure operational productivity. Manage the calendar of events for the DDG. Maintain records of minutes meeting to ensure follow up actions. Arrange corporate travelling and meetings for the DDG. Manage the appointments of the DDG. Provide secretariat and administrative support to the DDG: Prepare reports by collecting and analysing information from the different units. Design and Maintain a database of stakeholders at the office of the DDG. Respond on the outgoing and incoming correspondences and queries in the office of the DDG. Draft minutes of the meetings. Answer phones and direct all incoming calls to the appropriate party. Handle incoming and outgoing electronic communications on behalf of the DDG. Document management: Ensure outgoing correspondence is recorded, distributed and tracked appropriately. Ensure documents are appropriately stored for ease of retrieval. Reply to corresponded on a high level. Ensure the opening and closing of files of the DDG’s Office. Project Management: Monitor the project management system for efficiency and effectiveness. Organise meeting for the division and/or Senior Management. Execute any Ad Hoc projects of the office of the DDG. Assist with inputs for briefing documents and information for the Minister and DM’s. Ensure there are reports provided on meetings and visits. Coordinate office activities to ensure maximum efficiency. Financial Management: Ensure that all advances and claims for the DDG are done within the specific time frame set out in the S&T policy. Ensure that the petty cash is managed as per the petty cash policy. Ensure that the budget of the Office of the DDG is managed with its specifications. Procurement to be done as per departmental procurement policy. Internal and external Liaison: Electronic, written and verbal messages received and transmitted as necessary to facilitate communications within all internal and external key clients. Implement and manage a reminder system for external and internal customers including project schedules operated to enable efficient process flow, timely and relevant response and action. Oversight of corporate client services and database thereof. Responsible for developing intra-divisional communication protocols for the office of the DDG.

**ENQUIRIES**

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

**POST 03/231**

PERFORMANCE AUDITOR REF NO: ODG/AUDIT 028 & 062

Overview: To independently assess the management measures that exists and makes recommendations.

**SALARY**

R316 791 per annum (Level 08) excluding benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

**DUTIES**

Planning the Performance Audit: Provide input in the Contact Meeting. Analyse Background information Identification of focus area for the Performance Audit to be conducted. Develop Audit Objectives and Criteria. Provide input into the drafting of the engagement letter. Identification of symptoms. Provide inputs during First Audit Steering Committee Meeting. Conduct Performance Audit: Complete routine administration associated with the job. Follow up on symptoms identified in the planning phase. Identify new symptoms. Draw up audit programmes to identify the lack of management measures in the specific audit scope. Test Compliance Audit Criteria. Formulate Audit Findings: Draft audit findings in accordance with the Institute of Internal Audit Standards. Align audit findings to audit procedures. Ensure the quality of audit findings. Obtain management comments and action plan on how to rectify control weakness/es. Reporting: Peer review all findings identified during the execution phase. Discuss finding/informal queries identified during the execution phase with the audit client. Write reporting items and suggested corrective measures. Compile a draft audit report for the Assistant Director/Deputy Director to review. Provide input in meetings with management in the dti to agree on identified audits and timelines. Develop an annual Audit coverage plan: Provide inputs into the evaluation internal audit coverage plan of the performance audit Directorate. Provide input in meetings with management in the dti to agree on identified audits and timelines. Communication: Report timeously on Performance Audit Findings through regular feedback to Audit Managers for the specific section assigned. Discuss audit related issues with the client for the specific section assigned. Resolve issues with clients in consultation with Internal Audits Management. Provide feedback to the clients. Project management of identified performance audits: Provide inputs and summary documents for the audit committee meetings. Compile a budget for each Performance audit and monitor progress against the budget as the project progresses. Provide weekly feedback and updates on projects status. Plan and execute the identified compliance audit/s within the business units.

**ENQUIRIES**

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

**NOTE**

In terms of the dti's EE requirements, preference will be given to African, Coloured and White male candidates as well as people with disabilities.

**POST 03/232**

**COMPLIANCE AUDITOR REF NO: ODG/AUDIT 035 & 36**

**Overview**
To conduct compliance audit as per the annual internal audit coverage plan.

**SALARY**

R316 791 per annum (Level 08) excluding benefits

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Planning the Compliance Audit: Provide input in the Contact Meeting. Analyse Background information Identification of focus area for the Compliance Audit to be conducted. Develop audit objectives and criteria. Provide input into the drafting of the engagement letter. Identification of symptoms. Provide inputs during First Audit Steering Committee Meeting. Conduct Compliance Audit: Complete routine administration associated with the job. Follow up on symptoms identified in the planning phase. Identify new symptoms. Draw up audit programmes to identify the lack of management measures in the specific audit scope. Test Compliance audit criteria. Formulate Audit Findings: Draft audit findings in accordance with the Institute of Internal Audit Standards. Align audit findings to audit procedures.
Ensure the quality of audit findings. Obtain management comments and action plan on how to rectify control weaknesses. Reporting: Peer review all findings identified during the execution phase. Discuss finding/informal queries identified during the execution phase with the audit client. Write reporting items and suggested corrective measures. Compile a draft audit report for the Assistant Director/Deputy Director to review. Provide input in meetings with management in the dti to agree on identified audits and timelines. Develop an annual Audit coverage plan: Provide inputs into the evaluation internal audit coverage plan of the compliance audit Directorate. Provide input in meetings with management in the dti to agree on identified audits and timelines. Communication: Report timeously on Compliance Audit Findings through regular feedback to Audit Managers for the specific section assigned. Discuss audit related issues with the client for the specific section assigned. Resolve issues with clients in consultation with Internal Audits Management. Provide feedback to the clients. Project management of identified performance audits: Provide inputs and summary documents for the audit committee meetings. Compile a budget for each compliance audit and monitor progress against budget as the project progresses. Provide weekly feedback and updates on projects status. Plan and execute the identified compliance audit/s within the business units.

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

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

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 07 February 2020
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 03/233 : CHIEF DIRECTOR: RISK MANAGEMENT REF NO: 070220/01
Branch: Office of the DG
CD: Risk Management

SALARY : R1 251 183 per annum (Level 14) (all-inclusive salary package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant tertiary qualification (NQF Level 7). Six (6) to ten (10) years of experience in risk management. Three (3) years management experience in risk management. Five (5) years’ experience should be at senior managerial level. Must be a member of a relevant registered professional body. Knowledge of Public Finance Management Act (PFMA) and treasury regulations. Knowledge of departmental policies and procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills, accountability and ethical conduct.

DUTIES : Conduct risk management assessment through the organizational mandate. Develop a risk management framework, strategy and protocol. Implement risk management framework strategy and protocol. Institutionalise and facilitate the embedding risk management. Monitor and evaluate the effectiveness and efficiency of the risk management framework and embedded practices. Manage the risk management function. Management of the departmental risk management assessment. Assist with the measurement and assessment of risk maturity in the department. Contribute in managing the risk at the departmental coalface of the service delivery. Manage the departmental risk register.

ENQUIRIES : Ms. ONV Fundakubi Tel No: (012) 336 6655
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. L Mabole

POST 03/234 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 070220/02
Branch: Finance Main and WTE Accounts

SALARY : R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor’s Degree in Supply Chain Management or Logistics (NQF 7). Five (5) to ten (10) years’ experience in Supply Chain Management or Logistics of which a minimum of five (5) years’ experience should be at a middle/senior managerial level. Knowledge of PFMA; Treasury Regulations; GAAP. Knowledge and practical


ENQUIRIES: Mr. F Moatshe Tel No: (012) 336 7647

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

FOR ATTENTION: Ms. L Mabole

OTHER POSTS

POST 03/235: DEPUTY DIRECTOR: CATCHMENT MANAGEMENT AGENCIES REF NO: 070220/04 Branch: Chief Operations Office Northern Cape SD: Proto CMA

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

CENTRE: Upington


DUTIES: Ensure effective management of the Upington Area Office. Ensure sustainable and equitable water resource management, ensure that the integrity of freshwater ecosystem is protected. Develop and implement a performance improvement suggestion scheme. Advises top management and the legislature, as well as relevant sector bodies, on policies and strategic relevant to the section. Communicates effectively with stakeholders in the sector about the functions of the section. Participate as a key player in the Water and Sanitation strategic plan. Develops and manages the budget for the section. Develop an expenditure forecast on a quarterly basis for the section. Ensure regional liaison meetings and national conferences are held. Ensure advisory committees are appointed and processes are completed. Ensure governing boards are appointed and WMI development are advised and supported. Ensure that policies are developed and required regulations are established. Support Governing boards and provide information accordingly. Ensure effective financial controls and systems issues are resolved. Provide capacity building interventions where necessary. Ensure that corrective actions are implemented where needed. Provides support in the development of Strategic and Business plans. Support institutional aspects of Catchment Management Strategy development. Ensure that administration and financial systems are in place. Ensure awareness framework is developed and materials produced. Coordinate Department of Water and Sanitation input into Catchment Management Strategy development. Ensure new governing board induction plan is in place. Develop Local Government support programmes and tools. Coordinate international arrangements with WMIs and other institutions.

ENQUIRIES: Mr K Masindi Tel No: (053) 830 8800

APPLICATIONS: Upington: Please forward your application, quoting the post reference number, to The Acting Provincial Head, Department of Water and Sanitation, Private Bag.
FOR ATTENTION: Ms C Du Plessis

POST 03/236: CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 070220/05
Branch: Chief Operations Office, KwaZulu-Natal

SALARY: R446 202 per annum (OSD)
CENTRE: Durban
REQUIREMENTS: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration). A valid driver’s licence (certified copy must be attached). Water resources related experience is a recommendation. Knowledge and understanding of the National Water Act, (Act 36 of 1998). Good computer literacy and computer programming skills, GIS knowledge and skills will be an added advantage. Good communication skills (verbal and written) and negotiation skills.

DUTIES: Responsible for Water Resource Management (WRM) within the Pongola to UMzimkhulu Water Management Area (WMA) with particular emphasis on: Registration and Identification of unregistered water users. The Validation and Verification of water use, for individual users as well as Irrigation Boards and Water User Associations. Assessment of water use licensing taking cognisance of hydrological, environmental, social and other factors. Attend to water resource related queries. Produce monthly reports on the WRM within the KZN region. Travel extensively as and when required.

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

FOR ATTENTION: The Manager (Human Resource)

POST 03/237: ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: 070220/06
Branch: Finance WTE

SALARY: R376 596 per annum, (Level 09)
CENTRE: Head Office Pretoria
REQUIREMENTS: A relevant tertiary qualification in financial management at NQF level 7, Financial Accounting or Cost and Management Accounting. Three (3) to five (5) years relevant experience in debt management, 2 of which are at supervisory/senior officer level. Knowledge of PERSAL and SAP. Ability to implement and exercise control to ensure sound financial management. Understanding of PFMA, Knowledge of Accounting for changes in accounting policies, changes in accounting estimates and errors (GRAP and IPSAS), relevant Government regulations and other relevant policies. Sound knowledge of treasury regulations and GRAP in relation to staff debt management. Ability to follow a proactive and creative problem solving approach. Computer literacy. Client Orientation and Customer focus. Strong leadership skills. Problem solving and analysis. Ability to work under pressure. Practical knowledge of accrual accounting.

DUTIES: Manage the debt administration of Water Trading Entity of the Department, e.g. staff deductions, payment allocation, SAP reports, Departmental debts at large, etc, and ensure the payments in terms of the deductions and agreements are timely allocated to their respective debtors’ accounts on SAP. Authorize and Manage transactions captured by Accounting clerks, State Accountant and Senior State Accountant on SAP and Persal. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on emanating from terminations, resignations, employee bursaries, theft or loss and erroneous payments. Investigate non-deductions in Persal and SAP and ensure that corrective actions are taken. Ensure the timely allocation of payments made by debtors and payments deductions from Persal. Follow-up on long outstanding
debts and prepare submission for debt write-offs as per departmental policy and Treasury regulations. Ensure that all debts related control and suspense accounts are reconciled and cleared at all times. Perform monthly interests runs and monitor reconciliation of debtors account. Prepare monthly and year end procedures relating to status of debts including confirmation letters. Prepare and provide the debt related inputs for the purposes of compiling financial statements and In-Year Monitoring Reports. Provide monthly performance reports to management. Respond to Audit Queries. Manage other Staff members within debt management section.

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

FOR ATTENTION
ENQUIRIES
APPLICATIONS
ENFORCEMENT OFFICER REF NO: 070220/08
Branch: Chief Operations Office Northern Cape
SD: Enforcement

FOR ATTENTION

ENQUIRIES
APPLICATIONS
Kimberley: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION

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

FOR ATTENTION


ENQUIRIES: Mr GSDT Van Dyk Tel No: (053) 830 8800

APPLICATIONS: Kimberley: Please forward your application, quoting the post reference number, to: The Acting Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION: Ms C Du Plessis

POST 03/240: SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 070220/09
Branch: Chief Operations Office
DIV Recruitment and Selection KZN

SALARY: R316 791 per annum (Level 08)

CENTRE: Durban

REQUIREMENTS: A National Diploma or Degree in Human Resources Management. Three (3) to five (5) years' experience in Planning, Recruitment and Selection. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system (certified copy attached). Knowledge and understanding of Public Service Act, Public Service Regulations; Employment Equity Act and PFMA. Knowledge and experience of recruitment, selection and appointment procedures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spreadsheet applications. Knowledge and experience of drafting submissions. Client orientation and customer focus skills. Good verbal and written communication skills.

DUTIES: Supervision of recruitment and selection unit. Interpretation and implementation of relevant statutory prescriptions and policies. Draft adverts for placements. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the interview processes. Draft appointment submissions and route it for approval. Contact relevant businesses who deals with competency assessments and refer selected candidates for competency assessment test. Implementation of appointments. Requesting of reports from Persal. Supervision, training and motivation of staff.

ENQUIRIES: Ms S Mbongwa Tel No: (031) 336 2819

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

FOR ATTENTION: The Manager (Human Resource)
POST 03/241: SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 070220/10
Branch: Chief Operations Office
DIV Human Resource Development

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

DUTIES: Facilitate the implementation of PMDS. Conduct PMDS training and awareness sessions. Render administration on the management of the PMDS in the Region. Ensure compliance in terms of PMDS policies and information. Provide feedback on identified administrative gaps. Ensure the alignment of individual performance agreement with business plan. Provide assistance in the development of performance agreements. Implementation of workplace skills plan. Conduct training needs analysis to develop new training programs. Analyze skills development gaps. Facilitate the implementation of ABET. Implementation of Induction programmes. Facilitation of Bursaries.

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

POST 03/242: SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: 070220/11
Branch: Finance WTE
DIV Financial Accounting

SALARY: R316 791 per annum (Level 08)
CENTRE: Head Office Pretoria
REQUIREMENTS: A National Diploma or Degree in Financial Management, Financial Accounting or Cost and Management Accounting. Three (3) years relevant experience in debt management, two (2) years of which should be at state accountant level. Knowledge of PERSAL and SAP. Ability to implement and exercise control to ensure sound financial management. Understanding of PFMA, Knowledge of Accounting for changes in accounting policies, changes in accounting estimates and errors (GRAP and IPSAS), relevant Government regulations and other relevant policies. Sound knowledge of treasury regulations and GRAP in relation to staff debt management. Ability to follow a proactive and creative problem solving approach. Computer literacy. Client Orientation and Customer focus. Strong leadership skills. Problem solving and analysis. Ability to work under pressure. Practical knowledge of accrual accounting.

DUTIES: Supervise collection of revenue, Administer debt files and ensure recovery of debts. Capture the revenue receipts in SAP and Persal. Prepare debt collection report monthly. Assist the Assistant Director in administering the staff deductions, payment allocation, Persal reports and departmental debts at large, etc. Ensure the payments in terms of the deductions and agreements are timely allocated to their respective debtors accounts on SAP. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on emanating from terminations, resignations, employee bursaries, theft or loss and erroneous payments. Ensure the timely allocation of payments made by debtors and deductions from Persal deductions. Follow-ups on long outstanding debts and prepare submission for debt write-offs as per departmental policy and Treasury.
regulations. Ensure that all debts related control and suspense accounts are reconciled and cleared at all times. Prepare monthly and year end procedures relating to debt management. Supervise other Staff members within debt management section.

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

FOR ATTENTION
Ms. Li Mabole

POST 03/243
HUMAN RESOURCE PRACTITIONER REF NO: 070220/12
Branch: Corporate Management
DIV HRA

SALARY
R257 508 per annum (Level 07)
CENTRE
Head Office Pretoria
REQUIREMENTS
A National Diploma or Degree in Human Resource Management or equivalent. Three (3) years' experience in Human Resource Management, specifically in the area of Service Conditions, Leave Administration, Financial Disclosures and Remunerative work outside the Public Service. Must have a drivers licence. Extensive knowledge of the Persal system. Must be computer literate (MS Office, Internet, Intranet). Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts and interpretation thereof. Computer literacy. Problem solving, creativity, interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, and be a team player. Excellent planning and organization skills. Must be able to work under pressure and meet deadlines.

DUTIES
Responsible for the drafting of submissions, memo and letters in relation to all HR administration areas. Administration of financial disclosures in the Department. Updating of the Financial Disclosure database, sending out of correspondence to employees, perform verifications on disclosures submitted, assist employees to disclose. Visit employees and provide awareness of the E-disclosure system. Assist in ensuring the financial disclosure deadlines are met. Deal with the submission of RWOPS (remunerative work outside the public service) applications, drafting of submissions, updating of databases and provision of statistics. Deal with matters pertaining to employees doing business with the state. Queries from the Auditor-General or other departments regarding employees doing business with state. Perform functions related to that of an Ethics officer in the Department. Responsible for PILIR administration, liaising with the Health Risk Manager. Verification of PILIR applications and the finalization thereof. Liaising and communicating with Regional and cluster offices with regards to the finalization of PILIR cases. Working on the PILIR database. Leave Administration. Approval of transactions on Persal. Responsible for the supervision of staff, training, development and discipline. Render a professional advisory and liaison service to line functionaries. Handling of documents and maintaining confidentiality.

ENQUIRIES
Ms VN Williams Tel No: (012) 336 7231
APPLICATIONS
HEAD OFFICE PRETORIA: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION
Ms. Li Mabole

POST 03/244
SENIOR WATER CONTROL OFFICER REF NO: 070220/13
Branch: IBOM

SALARY
R208 584 per annum (Level 06)
CENTRE
Hartbeespoort Dam Office
REQUIREMENTS
A Senior/Grade 12 Certificate. Mathematical literacy as an added advantage. Internal water control courses will be added as an advantage. One (1) to three (3)

**DUTIES**

Assist with the controlling of the opening and closing of sluices according to schedule. Keep records of all information as well as meter readings for purpose of correct billing. Plan and prioritize duties for subordinates. Control water distribution according to regulations on a daily basis. Perform minor maintenance on structures, dams, fences and sluices. Compile disposal report for the scheme. Produce flood warning list of all water users/clients and do flood control. Present progress report in respect of tasks. Collections and safe keeping of equipment and supplies daily. Control time register and leave forms. Routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme.

**ENQUIRIES**

Mr S Murunzi Tel No: (012) 200 9018

**APPLICATIONS**

Hartbeespoort Dam: Please forward your applications quoting the relevant reference number to the The Director: Northern Operations, Private Bag X352, Hartbeespoort, 0216.

**FOR ATTENTION**

Mr S Murunzi

**POST 03/245**

FINANCE CLERK: DEBT MANAGEMENT REF NO: 070220/14

Branch: Finance WTE
DIV Financial Accounting

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Head Office

**REQUIREMENTS**

A Senior/Grade Certificate. Knowledge of managing debtors and financial systems applicable to government will be an added advantage. Ability to interpret and implement financial management policies, processes and system. Ability to use personal computer and Microsoft Packages such as MS Excel to perform basic arithmetic’s calculations. Basic knowledge of PFMA and Treasury Regulations related to staff debt management. Ability to follow a proactive and creative problem solving approach. Strong interpersonal skills. Ability to work under pressure.

**DUTIES**

Making follow ups of outstanding debts. Prepare submission for writing off long outstanding untraceable debts as per departmental policy and Treasury regulations. Perform reconciliation and clearing of all debts related control and suspense accounts at all times. Capture transactions relating to staff debts on SAP system. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on due to terminations, resignations, and breach of employee bursaries contracts, theft or loss and other possible erroneous payments. Compilation of letters to inform debtors of their debts due to the department and perform distribution of statement of accounts to respective debtors. Perform allocations regarding payments made by debtors and Persal deductions to their respective debtors’ accounts. Follow-ups on long outstanding debts and assist to debt write-offs.

**ENQUIRIES**

Mr T Toka Tel No: (012) 336 8378

**APPLICATIONS**

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

**FOR ATTENTION**

Ms. LI Mabole
ERRUTUM: Kindly note that the post of Assistant Manager Nursing PNB4 PHC (For Leva Mbatha CHC) with Ref No: SDHS 2020/01/02 (X1 POST) advertised in the Public Service Vacancy Circular 02 dated 17 January 2020, the Requirements: of the post has been amended as follows: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse plus a post – basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of R48 in relevant specialty. A post basic qualification should be in Primary Health Care or Midwifery and Neonatal Nursing Science. Proof of current registration with the SA Nursing Council in general nursing as well as the post basic qualification. Experience: A minimum of 10 (ten) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 (six) years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in Primary Health Care, Midwifery or Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognisable experience at Management level. A valid driver’s license is essential. Must be computer literate. The applicant will be subjected to a practical assessment. People who applied are encouraged to re-apply, the closing date has been extended to the 07 February 2020 and: Kindly note that the post of Operational Manager PNB3 PHC (For Sedibeng Clinics) with Ref No: SDHS 2020/01/03 (X10 Posts) advertised in the Public Service Vacancy Circular 02 dated 17 January 2020, the Requirements: of the post has been amended as follows: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree) in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus post -basic nursing qualification, with at least 1 year, accredited with SANC in terms of Government Notice No R 48 in the relevant specialty. The post basic qualification should be in Primary Health Care or Midwifery and Neonatal Nursing Science. Proof of current registration with SA Nursing Council in general nursing as well as the post basic qualification. Experience: A minimum of 9 (nine) years, appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in Primary Health Care or Midwifery and Neonatal Nursing Science. Must be computer literate. A valid driver’s license is essential. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization. People who applied are encouraged to re-apply, the closing date has been extended to the 07 February 2020.

OTHER POSTS

POST 03/246 : HEAD OF DEPARTMENT/SENIOR LECTURER/ASSOCIATE PROFESSOR/ADJUNCT PROFESSOR/PROFESSOR: OBSTETRICS AND GYNAECOLOGY REF NO: REFS/004951

Directorate: Medical

SALARY : Grade1: R2 161 416 – R2 294 040 per annum (All-inclusive package)

CENTRE : Tembisa Provincial Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynaecology; Master of Medicine in Obstetrics and Gynaecology (M.MED - Obs & Gynaec) and/or Fellowship of the College of Obstetricians and Gynaecologists of
South Africa - FCOG (SA). A recognized diploma or subspecialty in a branch of obstetrics and gynaecology of South Africa will be an added advantage. A minimum of 7 (seven) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynaecology is mandatory. At least two Master’s students supervised to completion. Evidence of accredited publications record.

**DUTIES**

To lead the department in provision of clinical care to patients, teaching and learning of under-and post-graduate students, conduct appropriate research and perform the required administrative processes to ensure the department is meeting these needs. Provision of Clinical Care: To ensure the care of women is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. To ensure that health indicators are being addressed for rates of caesarean sections, maternal deaths, surgical deaths. Provision of teaching and Learning: To ensure that both under – and post – graduate students are taught the required skills and provided with opportunities to learn, discuss and be examined. To promote the values of teaching and learning in the University of Pretoria Strategic Plans. Conduct Appropriate Research: To conduct and publish own research. To facilitate a culture of research with the department. To facilitate collaborations within the hospital, University, Country and internationally to promote. Research: To ensure attempts to collate research funding. Administration: To ensure the processes of the hospital and University are upheld. To ensure records are kept. To ensure M&M process continue. To adjudicate on RWOPS. To ensure retention and renewal of staff. To allocate resources fairly and in line with all principles outlined. To provide leadership within the department, hospital and university.

**ENQUIRIES**

Dr. NCHA Tel No: (011) 923 2350

**APPLICATIONS**

Applications should be submitted to Tembisa Provincial Tertiary Hospital, Corner Industrial Road & Flint Mazibuko Street, Olifantsfontein, 1665 or post to Private Bag X07, Olifantsfontein, 1665.

**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; 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. Tembisa Tertiary Provincial Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

07 February 2020

**POST 03/247**

HEAD CLINICAL UNIT (FAMILY MEDICINE GRADE 1) REF NO: WRDH/HCU/FM/12/2019

Directorate: Family Medicine

**SALARY**

R1 728 807 per annum (All-inclusive package)

**CENTRE**

West Rand District Health Council

**REQUIREMENTS**

Must be in possession of MPrax MED /MFAMMED/MCFP (SA)/ FCFP (SA)/MMED or equivalent. Registration with the health professions Council of South Africa (HPCSA) as a specialist Family Physician is mandatory. At least (3) three years’ experience post-registration as a specialist family Physician, strong clinical
management and academic leadership Qualities. Extensive knowledge of the South African district health and primary health care (PHC) system. Extensive undergraduate and postgraduate teaching experience, including significant experience with supervision of post graduate research. At least three (3) relevant publication in peer-reviewed journals.

**DUTIES**

Co-ordinate the comprehensive medical services in the District. Implement quality improvement processes to address identified problems related to patient care and the health system, in consultation with other stakeholders. Ensure Family Physicals implement their own performance management and those of their subordinate’s medical officer, Family Medical, Registrars, etc. Participate in the District Management, especially supporting the District Management in the implementation of the District Health plan. In liaison with other stakeholders, provide leadership in the implementation of the Primary Health care re-engineering project, school health and ward base PHC outreach teams. Implementation and participate in a structured, continued professional programme to optimise the knowledge and skills of clinicians in the District (Medical interns, Medical officers, PHC Nurses and Registrations). Personally render medical services to patients in the District healthcare facilities and rotate through all service points. Participate in the commuted overtime in the District. Lead and participate in the undergraduate training programs of the department of family Medicine, University of Witwatersrand. Initiate, participate and conduct high quality primary care researches and publications, to improve quality clinical service. Perform any other duties as may be determined by the Director and /or the Head of the Clinical Department (family Medicine), southern Gauteng.

**ENQUIRIES**

Mr. Andrew Tiro Tel. No: (011) 953 4515/6

**APPLICATIONS**

should be hand delivered to The Director: Human Resource West Rand Health District Crn Luipaard & Vlei Street Krugersdorp 1739 or Private Bag 2053 Krugersdorp 1739.

**CLOSING DATE**

07 February 2020

**POST 03/248**: HEAD CLINICAL UNIT: MEDICAL GRADE 1 REF NO: CHBAH/260

**Directorate**: Ophthalmology

**SALARY**

Grade 1: R1 728 807 per annum (All-inclusive package)

**CENTRE**

Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Ophthalmology or a recognized Sub-Specialty. A Minimum of 3 years appropriate experience in Ophthalmology after a registration with HPCSA as a Medical Specialist: Management experience. Computer literacy (Ms Word, Ms Excel, PowerPoint). Experience in administration, finance, education, research and special interest or expertise in a branch of the specialty. This experience should be in terms of clinical service provision, teaching, administration and research. Sound knowledge of government regulations, policies and acts. The ability to interpreted and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written). Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the anaesthesia care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

**DUTIES**

Provide clinical and administrative support to the Head of Department in the efficient delivery of services to patients including outreach to referring hospitals, community health centres and clinics in the Chris Hani Baragwanath Academic Hospital health cluster. Perform clinical duties in areas of personal special interest and expertise. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of personal special interest. As part of the university’s responsibility, sufficient and quality teaching must be provided to undergraduates (medical students). Teach students in areas of personal special interest and
expertise. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting and procurement processes as well as monitoring and evaluation. The Head of Unit will be part of an outreach program, build relationships and work with the referring hospitals regarding transfers in, as well as down referrals. The HOU will be responsible for administrative and management work in the department, including assisting with work of different committees in the Department of Ophthalmology at the Hospital and University. See to it that that quality assurance, including clinical audit, is conducted in the department in line with national core standards. Lead the department of Ophthalmology of Chris Hani Baragwanath Academic Hospital, in line with the strategic goals set by the National and Provincial Departments of Health and the Chief Executive Officer of the hospital. Participate in the management of activities of Chris Hani Baragwanath Academic Hospital as a whole and attend all applicable management meetings. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
Dr KA Mustafa Tel No: (011) 933 8154

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

NOTE
No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

CLOSING DATE
07 February 2020

POST 03/249
HEAD OF CLINICAL UNIT: INTERNAL MEDICINE REF NO: HOU-INT-MED-01/TMRH (X1 POST)
Directorate: Medical

SALARY
Grade 1: R1 728 807 – R1 834 890 per annum plus benefits

CENTRE
Thelle Mogoerane Regional Hospital

REQUIREMENTS
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.MED Internal Medicine) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA). A recognized diploma or subspecialty in a branch of Internal Medicine will be an added advantage A minimum of five (3) completed years of relevant experience after registration with HPCSA as a medical specialist in Internal Medicine is mandatory.

DUTIES
Clinical leadership of Thelle Mogoerane Regional Hospital Internal Medicine Unit or Department Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Internal Medicine unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the Internal Medicine unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit’s operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.
ENQUIRIES: Dr. L. Kunene Tel No: (010) 345 0268
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; 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: 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 07 February 2020

POST 03/250: HEAD OF CLINICAL UNIT REF NO: HCUORTHO/01/CMJAH/2020
Directorate: Orthopaedics Department

SALARY: R1 643 352 per annum (all-inclusive package)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a Medical Specialist in Orthopaedics. HPCSA registration as a Medical Specialist in Orthopaedics. A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedics. The following will be an added advantage: Proven experience in all aspect of spinal surgery including experience in running a comprehensive spine unit within a central hospital service. Good communication and leadership skills, decision making and clinical skills, proven track record in undergraduate and postgraduate teaching and training, and in providing fellowship. A MMEd degree will be beneficial.

DUTIES: Manage the Orthopaedics spinal unit at CMJAH and Spine services within the hospital cluster. Participate in other delegated management and administrative functions within the division of Orthopaedic Surgery at CMJAH, including disputing for the HOD during his absence. Provide afterhour’s consultation duties and general Orthopaedics duties as required/coordinate and participate in patient care and quality improvement measures. Ensure the proper and economical use of equipment and other resources. Participate in outreach programs for the development of safe, efficient spinal services in the cluster. Participate in departmental teaching programs and in spine fellowships training. Undertake appropriate clinical research and provide MMEd supervision.

ENQUIRIES: Dr. P. Africa Tel No: (011) 488 4148
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be
subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 February 2020

POST 03/251 : HEAD CLINICAL UNIT (DENTAL) GRADE 1 REF NO: HCUDENT01/2020
Directorate: Prosthodontics

SALARY : R1 643 352 per annum (inclusive package) excluding
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with the HPCSA as Dental Specialist in Prosthodontics speciality. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal speciality or in a recognised speciality. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.
DUTIES : To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of Prosthodontics.

ENQUIRIES : Prosthodontics - Prof JL Shackleton Tel No: (011) 488 4925/4883
APPLICATIONS : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
FOR ATTENTION : HR Manager - Mr. P.F Monama Tel No: (011) 481- 2099, Pulankana.Monama@gauteng.gov.za
NOTE : Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 07 February 2020

POST 03/252 : CHIEF DIRECTOR NURSING (PROVINCIAL OFFICE) REF NO: CDN/12/2019
Chief Directorate: Nursing

SALARY : R1 251 183 per annum (All-inclusive package)
CENTRE : Central Office
REQUIREMENTS : An appropriate NQF level 7 tertiary qualification in Nursing. NQF Level 8 qualification in Nursing field will be an added advantage. A minimum of 5 years’ Senior Management experience preferably in a health environment in a nursing field. This includes clinical and management experience demonstrating progressive leadership development and competency. Comprehensive knowledge of health care issues, delivery systems and regulations. Well-developed managerial skills and experience, in order to organise and direct assigned areas of responsibility. Knowledge of and insight into general and nursing education. The proven ability to work collaboratively and clinical quality goals. Knowledge of and insight into Industrial Relations. Valid driver’s license.
DUTIES : Identify and articulate the vision and strategic direction for the development of quality nursing care in the Province, consistent with the national mission, vision and values. Create a nursing environment in which collaboration is valued and excellence in clinical care, education and research is promoted and achieved. Lead quality and patient safety initiative, as well as benchmarks on best practices within and outside the country. Promote and facilitate an organizational culture that provides a safe and enriching environment for patients and employees. Take responsibility for the practice of nursing and ensuring consistency in the standard of practice across clinical setting. Assure nursing services provided meet standards and requirements of all applicable legislation, regulations and regulatory bodies, through the implementation of the National Core Standards for health establishments. Provide ethical, professional leadership and direction in the development of strategies to promote the recruitment, retention and recognition of excellence in nursing and midwifery, including oversight and recommendations
regarding compensation and benefits programmes for nursing and midwifery staff. Assume responsibility for identified problems, collaboratively generate solutions, anticipate the effects of those decisions in the Province, and ensure implementation and evaluation. Participate in setting and achieving operational and financial goals for the Province. Ensure that policies arising from political stakeholder complaints in the Province. Liaise with private sector stakeholders.

ENQUIRIES: Dr M.L.A. Modisane @ (082) 828 4156
APPLICATIONS: should be hand delivered at the reception of the Life Centre Building, 45 Commissioner Street or posted to Private Bag X085, Marshalltown, 2017.
CLOSING DATE: 07 February 2020
POST 03/253: MEDICAL SPECIALIST REF NO: MEDSPE/01/CMJAH/2020
Directorate: Paediatric Critical Care Department

SALARY:
- Grade 1: R1 106 040 per annum
- Grade 2: R1 264 623 per annum
- Grade 3: R1 467 651 per annum

CENTRE:
- Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS:
- Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialty in a Paediatrics specialty and proof of current registration. No experience required after registration with the HPCSA. Paediatrician or Sub Specialty in Paediatric Critical care, experience in undergraduate teaching and involvement will be an added advantage. **Grade 2:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatric. Registration with the HPCSA as Medical Specialty in Paediatric and proof of current registration. A minimum of 5 years’ appropriate experience as Medical Specialist in Paediatric Specialty Paediatrician or Sub Specialty in Paediatric Critical care, experience in undergraduate teaching and involvement will be an added advantage. **Grade 3:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in normal specialty Paediatrician or Sub Specialty in Paediatric Critical care, experience in undergraduate teaching and involvement will be an added advantage.

DUTIES:
The successful candidate will provide clinical services at the paediatric critical care and gastroenterology/hepatology. The candidate will be responsible for teaching and training of under and post graduate student, including supervision of medical interns, medical officer and registrars. The candidate will participate in the departmental cluster outreach programmes and research activities.

ENQUIRIES:
Dr. S Mabunda Tel No: (011) 488 5929
APPLICATIONS:
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.

NOTE:
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE: 07 February 2020

POST 03/254: DIRECTOR: REHABILITATION AND ORAL HEALTH SERVICES REF NO: DROHS/12/2019
Directorate: Oral Health Services and Specialised Programme

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

CENTRE:
Johannesburg Central Office
**REQUIREMENTS**: Bachelors/National Diploma in BDS or Allied related fields plus an Honours Degree OR an equivalent postgraduate qualification (NQF 7). Currently registered with the HPCSA. A minimum of 5 years working experience at middle or senior management level, preferably in a health setting. Other Skills/Requirements: Computer literacy, knowledge of Public Service legislation, policies and procedures. Knowledge and experience of Budgeting, Procurement and Supply Chain processes. Communication skills (verbal and written), report writing and presentation skills. Good interpersonal skills as well as conflict management and decision-making skills. Must be able to work under pressure.

**DUTIES**: The incumbent will support the Chief Director at Provincial Head Office level in managing the specialised health programmes and oral health services within the unit. The candidate will be expected to provide guidance and leadership towards the realization of strategic goals and objectives of the division, monitor the delivery of Oral Health and Rehabilitation services to the Gauteng communities as set out in the Annual Performance Plan and the Programme of Action. Establish and maintain good working relationship with internal and external stakeholders. Manage and utilize resources in accordance with relevant legislation and policies. Represent the department at various forums and meetings as per delegation. Implement decisions and plans taken at departmental level. Monitor and evaluate performance of staff reporting under you.

**ENQUIRIES**: Dr D. Pekane Tel No: (079) 896 6147

**APPLICATIONS**: should be hand delivered at the reception of the Life Centre Building, 45 Commissioner Street or posted to Private Bag X085, Mashalltown,2017.

**CLOSING DATE**: 07 February 2020

**POST 03/255** : SENIOR MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH/261

**Directorate**: Nursing Services

**SALARY** : R949 482 per annum (All-inclusive Package)

**CENTRE** : Chris Hani Baragwannath Academic Hospital

**REQUIREMENTS** : Degree/Diploma in General Nursing or basic R425 qualification in nursing that allows registration with South African Nursing Council (SANC) as a professional nurse and a post-basic qualification in Nursing Administration registered with SANC. A minimum of eleven (11) years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience at Deputy Director’s level. Applicants are expected to submit a certified copy of their current SANC Annual Practice Certificate. Applicant must be in a possession of a valid South African driver’s license. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Computer literacy (Ms Office). Knowledge of legal prescripts that regulate nursing and health services. The ability to interpret and implement policies and meet deadlines. Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Ability to interpret and implement policies. Ability to work on tight deadlines and meet time frames. Knowledge of coaching and developing people’s skills. Problem solving abilities. Skills: Leadership, organizational, decision making skills. Problem solving and decision-making skills Facilitation and presentation skills, Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

**DUTIES** : To give direction and coordinate nursing services and to manage and direct corporate nursing planning. Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Promote nursing ethos and professionalism. Coordinate the execution of policies. Give direction to the development, implementation and sustenance of standard operating
procedures and norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital’s quality assurance and quality improvement activities. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery.

ENQUIRIES: Dr. MM Lesia Tel No: (011) 933 9145
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.
CLOSING DATE: 07 February 2020

POST 03/256: MEDICAL OFFICER REF NO: SBAH 04/2020 (X2 POSTS)
Directorate: Medical Oncology

SALARY: R821 205 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Appropriate qualifications that allows registration with the HPCSA as a Medical Officer. Appropriate computer literacy. Willingness to do research.
DUTIES: Ward rounds, Outpatient clinics, Lectures. Must participate in clinical Research.
ENQUIRIES: Dr. KM Khanyile Tel No: (012) 354 1054
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
NOTE: 07 February 2020

POST 03/257: REGISTRARS (DENTAL) ORTHODONTICS REF NO: REGORTH03/20 (X3 POSTS)
Directorate: Orthodontics

SALARY: R821 205 – R858 711 per annum (inclusive package), exc. commuted overtime
CENTRE: Wits Oral Health Centre
REQUIREMENTS: Registration with HPCSA as Dentist in category Independent Practice. Two years’ experience as a Dentist excluding Community Service. Working in public service in the rural areas is a strong recommendation. Applicants must show specific interest in Orthodontics.
DUTIES: Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Orthodontics. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.
ENQUIRIES: Orthodontics – Dr ME Makofane Tel No: (011) 488 4871
APPLICATIONS: must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.
FOR ATTENTION: Mr. P.F Monama Tel No: (011) 481-2099, Pulankana.Monama@gauteng.gov.za
NOTE: Z83 applications Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the
necessary documents will be disqualified. No faxed/E-mailed applications will be accepted.

**CLOSING DATE**: 07 February 2020

**POST 03/258**: **REGISTRAR (DENTAL) PROSTHODONTICS REF NO: REGPRO04/20 (X1 POST)**
Directorate: Prosthodontics Department

**SALARY**: R821 205 – R858 711 per annum (inclusive package), exc. commuted overtime

**CENTRE**: Wits Oral Health Centre

**REQUIREMENTS**: Registration with HPCSA as Dentist in category Independent Practice. Two years' experience as a Dentist excluding Community Service. Working in public service in the rural areas is a strong recommendation. Applicants must show specific interest in Prosthodontics.

**DUTIES**: Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.

**ENQUIRIES**: Prosthodontics - Prof JL Shackleton Tel No: (011) 488 4925/4883

**APPLICATIONS**: must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed/E-mailed applications will be accepted.

**FOR ATTENTION**: Mr. P.F Monama Tel No: (011) 481-2099, Pulankana.Monama@gauteng.gov.za

**NOTE**: Z83 applications Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE**: 07 February 2020

**POST 03/259**: **DENTIST GRADE 1/2/3 REF NO: DENTPR/05/20**
Directorate: Pediatrics and Restorative Dentistry

**SALARY**: R797 109. – R1 089 693 per annum (inclusive package), excl. commuted overtime

**CENTRE**: Wits Oral Health Centre

**REQUIREMENTS**: Registration with HPCSA as Dentist in category independent practice. Minimum of three years' appropriate experience post Community Service as a Dentist preferably in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.

**DUTIES**: Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.

**ENQUIRIES**: DR MM Motlhopi-Peri Tel No: (011) 488 4880/4884

**APPLICATIONS**: must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed/E-mailed applications will be accepted.

**FOR ATTENTION**: HR Manager- Mr. P.F Monama Tel No: (011) 481 2099, Pulankana.Monama@gauteng.gov.za

**NOTE**: Z83 applications Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE**: 07 February 2020

**POST 03/260**: **MEDICAL PHYSICS REF NO: SBAH 05/2020**
Directorate: Medical Physics

**SALARY**: R662 190 per annum plus benefits
**CENTRE:** Steve Biko Academic Hospital  
**REQUIREMENTS:** BSc Hons. In (Medical Physics). Registration with the HPCSA as a Medical Physicist (independent Practice). Participation in acceptance testing and commissioning of high end radiation equipment. Willingness to assist in teaching and supervising students and interns at the Hospital and University Level. Interest in research and teaching.  
**DUTIES:** Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology. Ensuring compliance with national and international standards and regulations. Teaching and training at both University and Hospital Level. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD lectures both local and international platforms. Good interpersonal skills and ability to work under pressure as well as extended hours.  
**ENQUIRIES:** Mr. HV Maselesele Tel No: (012) 354 2317  
**APPLICATIONS:** to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.  
**NOTE:** Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.  
**CLOSING DATE:** 07 February 2020

**POST 03/261**  
**ASSISTANT MANAGER: PNB4 – OBETICS AND GYNAECOLOGY REF NO: REFS/004949**  
Directorate: Nursing  
**SALARY** R614 991 - R692 166 (plus benefits)  
**CENTRE** Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus, a post basic Advance Midwife qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years’ experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years’ experience after obtaining the 1 year post basic qualification in the relevant specialty and at least 3 years’ experience in management level. A minimum of 10 years’ experience in Nursing after obtaining the 1 year post basic qualification in the relevant specialty and at least 3 years’ experience in management level. Computer skills in basic programs.  
**DUTIES** To ensure safe and effective clinical nursing practice general and Gynaecology care, ensure effective management of quality nursing service, Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self – development, mentoring of Operational Managers. Ability and knowledge to carry out Gynaecology Nursing procedures and management as per scope of practice. Ensure ongoing monitoring and evaluation of Gynaecology services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, Do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocols for the department, ability to deal with conflict and knowledge of DoH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.  
**ENQUIRIES** Mr. W.N. Mothwane Tel No: (011) 923 - 2050  
**APPLICATIONS** Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifantsfontein, 1665 or Hand delivered/submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
POST 03/262: OPERATIONAL MANAGER NURSING PHC WESTONARA SUB REF NO: 004952
Directorate: Nursing

SALARY: R562 800 per annum (Plus Benefits)
CENTRE: West Rand District Health – Region A
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC as Professional council. Current registration with the SANC as Professional Nurse Experience: A minimum of 9 years appropriate /recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post -basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/ skills): In depth knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-dept knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel, Power point).


ENQUIRIES: Mr. K.S Madikwane Tel No: (011) 755-2240
APPLICATIONS: Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740 People with disability are encouraged to apply. NB: The incumbent will be subject to a pre-screening process.

NOTE: Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached.
CLOSING DATE: 07 February 2020 (12h00pm)

POST 03/263: OPERATIONAL MANAGER NURSING SPECIALTY REF NO: OMSCP/15/CMJAH/2019
Directorate: Child and Family Unit (Child Psychiatry) - Nursing Department (Re-advertisement)

SALARY: R562 800 per annum plus benefits
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Advanced Psychiatry Nursing. Have 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 experience after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in Accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote
quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES: Ms M.N. Morare Tel No: (011) 488 3155
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.
NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart card, please copy both sides of the I.D), Current SANC registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Note: Candidates who applied previously may re-apply.
CLOSING DATE: 07 February 2020
POST 03/264: OCCUPATIONAL MANAGER NURSING (PHC) REF NO: EHD2020/01/08
Directorate: PHC
SALARY: R562 800 – R633 432 per annum
CENTRE: Jabulane Dumane CHC (SSDR)
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.
DUTIES: Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality
ENQUIRIES: Ms M Mopeli Tel No: (011) 863 7791
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 4 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager
NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 07 February 2020
POST 03/265: DISTRICT MANAGER GRADE 2-3 REF NO: OPS/2020/02 (X3 POSTS)
Directorate: Emergency Medical Services

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

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

ENQUIRIES
APPLICATIONS
NOTE

Mr C R Errakiah Tel No: (011) 564 2053 /2054
Applications must be delivered directly to Emergency Medical Services, Continuity
SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street,
Midrand or posted to P.O Box 8311, Halfway House 1685.
Applications must be submitted on a form Z83, obtained from any public services
department or on the website, which must be completed in full. Id copy and all
qualifications must be certified. Certification must be less than 3 months. Eligible
candidates will be subjected to a medical, practical and theoretical assessment.
Candidates will be asked to do a 20-minute presentation, on aspects of Operations
Management. Operations Management and Corporate Governance at District
Level. Kindly take note that this is a re-advertisement.

CLOSING DATE
07 February 2020

POST 03/266
CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE)
REF NO: EHD2020/01/06
Directorate: PHC

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

CENTRE
Ekurhuleni Health District (NSDR)

REQUIREMENTS
Basic qualification accredited with SANC in terms of Government Notice No.
R425, qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years
appropriate recognizable experience in Nursing after registration as a Professional
Nurse. A valid driver’s license (attach copy). Knowledge of Quality Assurance, Ideal
Clinic and clinic accreditation process knowledge of the National Core Standards
for Health Establishment. Computer literacy. Proof of current registration with
SANC. Good communication and presentation skills.

DUTIES
The incumbent is needed to plan, implement, evaluate, maintain control and
coordinate quality assurance in the Northern Sub District. Prepare for and partake
Peer Review evaluations. -Monitor the availability and equitable distribution of
essential equipment in all facilities. Establish and sustain a quality assurance task
team for the district to drive innovative and to plan strategies to improve the quality
of Health Care Services E.g. Ideal clinic and national core standards. Monitor the
availability of Policies and guidelines for the PHC programmes 100% of health
facilities. -Implementation and adherence to clinic Supervisory Manual guideline.
Plan and facilitate the implementation of In-dept Programme review workshop.
Implementation of an effective and functional complaints system and monitor
corrective strategies. Monitoring of client satisfaction routinely monitor adverse
events and implement client satisfaction questionnaire. Champion the conducting
Participate in multi-disciplinary Quality Assurance Task Team of various levels.
Assist clinics and CHC with the implementation of Batho Pele Principles. Utilize
Quality Assurance and Risk Management Strategies to create and maintain a safe
environment for health delivery. Ensure timeous submission of patient safety
incidence reports. Manage submissions for Khanyisa Awards. Provide ongoing
feedback to top management. Address shortcomings and ensure timeous
intervention of noncompliance to the set standards. Generates reports and
maintain records of quality assessment.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
Ms M.L. Nhleko Tel No: (011) 565 5160
Applications to be sent to Ekurhuleni Health District, Hand Post and other
means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005
Germiston 1400.
Human Resource Manager
No S&T claims and resettlement allowance will be paid. Applications must be
submitted on form Z83, obtainable from any Public Service Department or on the
internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID
document, certified copies of qualification/s including matric, certified and relevant
council registration certificate and proof of current registration (Where applicable).
Relevant service certificates, certified driver’s license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 07 February 2020

**POST 03/267** : ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: EHD2020/01/09

**Directorate**: Corporate Services

**SALARY** : R376 596 - R443 601 per annum

**CENTRE** : Ekurhuleni Health District

**REQUIREMENTS** : Grade 12 with 5 years’ experience in Labour Relations; Diploma/degree in HRM, Labour Relations/Labour Law with a minimum of 3 years’ experience in Labour Relations. Knowledge of relevant legislative prescripts. Valid driver’s license is essential Computer literacy and proficiency in the MS Office package; Other Skills /Requirements: Excellent verbal and written communication, presentation and consultation skills; Ability to work under pressure.

**DUTIES** : Providing support and advice to facility and hospital managers in the Ekurhuleni Health District with regards to ALL aspects of Labour Relations i.e. complaints management, strike management, management of progressive discipline, grievance management. Providing training to facility and hospital managers and employees generally on ALL aspects of Labour Relations. Management of misconduct cases i.e. presiding over cases, investigating cases, representing the employer in the disciplinary hearings and facilitating the appeal process. Management of grievances in accordance with the provisions of the Grievance Procedure. Management of disputes. Representing the employer in consultative structures within the Department. Supervision of Labour Relations Officers. Mentoring and supporting Labour Relations Officers in the Region. Participation and attendance of relevant Labour Relations Forums. Participation in various committees such as PILIR, EEC and Medical Reviews in the Sub - Districts.

**ENQUIRIES** : Ms M. Ramudzuli Tel No: (011) 876 1728/1726 or (082) 524 4277

**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 07 February 2020
### POST 03/268: OCCUPATIONAL HYGIENE PRACTITIONER (OSD ALLIED HEALTH PROFESSIONALS REF NO: OHP/01/2020 (X2 POSTS))

**Directorate:** Health Care Waste & Occupational Hygiene Risk Management

**SALARY:** R317 976 per annum (plus benefits)

**CENTRE:** Central Office – Johannesburg

**REQUIREMENTS:** An appropriate 4-year B Tech degree in Environmental Health/Occupational Hygiene or equivalent, with Occupational Hygiene as a major plus driver’s license and at least 3 years appropriate. Registration with SAIOH as an Occupational Hygiene Assistant, Technologist.

**DUTIES:** Conduct and facilitate the health risk assessments process as required in terms of the OHS Act (Act 85 of 93) in areas of responsibility. Compile occupational hygiene monitoring programs and protocols. Conduct occupational hygiene monitoring of environmental stressors in areas of responsibility in accordance with operational plans. Calibrate and prepare occupational hygiene monitoring equipment. Prepare and compile occupational hygiene monitoring reports. Conduct occupational hygiene program audits. Implement occupational hygiene programs in accordance with ISO 4500, ISO 14001 and ISO 9001. Plan, coordinate and present occupational hygiene awareness training programs at regional, district and institutional level. Coordinate in-post training within the Sub Directorate Occupational Hygiene Risk Management. Facilitate the implementation of risk mitigation measures in areas of responsibility. Conduct passive case management. Facilitate emergency preparedness plans within GDOH Facilities.

**ENQUIRIES:** Ms. Refiloe Bodibe Tel No: 079 5025542

**APPLICATIONS:** Applications should be hand delivered at the reception of the Life Centre Building, 45 Commissioner Street or posted to Private Bag X085, Marshalltown, 2017.

**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. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and certified copy of current SANC Annual Practice Certificate. Certified copy of driver’s license. 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 persons of which one (1) 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE:** 07 February 2020

### POST 03/269: DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3 REF NO: DRADIO06/20

**Directorate:** General Dental Practice

**SALARY:** R317 976 - R439 164 per annum excluding benefits

**CENTRE:** Wits Oral Health Centre

**REQUIREMENTS:** Basic qualification accredited with the HPCSA, Registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Proof of current registration. Postgraduate qualification will be an added advantage.

**DUTIES:** Clinical service delivery to dental patients at Wits Oral Health Centre. Assist with the teaching and clinical supervision of undergraduate dental students. Be able and responsible for the production of high quality diagnostic radiographs in accordance with established departmental protocol. Assist with quality assurance procedures. Provide and ensure a high standard of patient care, safety and radiation protection. Assist in the management and administrative aspects of patient flow in the Dental Radiology Section. Willingness and prepared to develop in Maxillo-Facial and Oral Radiograph discipline. The candidate...
should be prepared to perform under pressure and after hours to support academic activities to improve service delivery.

ENQUIRIES: Dr DF Kotsane Tel No: (011) 488 4875
APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

FOR ATTENTION: HR Manager- Mr. P.F Monama Tel No: (011) 481 2099, Pulankana.Monama@gauteng.gov.za
NOTE: Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 07 February 2020
POST 03/270: CHIEF ADMINISTRATION CLERK REF: LERA/CAC/0001(X2 POSTS)
Directorate: Patient Affairs
Re-advertisement

SALARY: R257 508 per annum (Level 07) (Plus Benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Three years National Diploma in Administration with 3-5 years’ experience in patient affairs or Grade 12/equivalent with 5-10 years hospital experience in patient affairs. Computer Skills. Knowledge of PAAB system. Good verbal and written communication skills. Good management and problem-solving skills. Knowledge of PFMA, UPFs and administration Procedures Manuals. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Code 08 driver’s license will be an added advantage.


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

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s)

CLOSING DATE: 07 February 2020 at 12h00 PM
POST 03/271: INFORMATION OFFICER REF NO: PWH/IO/04/20
Directorate: Health Information Management Department

SALARY: R257 508 - R303 339 per annum (Level 07) (plus benefits)
CENTRE: Pretoria West District Hospital
REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree or relevant qualification. Minimum 2-5 years’ experience, or grade 12 with a minimum of 10 years’ experience in information management department. Driver’s license. Knowledge in Tier.Net will be added advantage. Must be computer literate. Must have extensive experience in web based DHIS (DHIS 2), Health service and health information, monitoring and evaluation. Extensive knowledge and implementation of the DHIMS policy and facility SOP.


ENQUIRIES: Dr. HM Mosoane Tel No: (012) 380 1205/1203
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE: 07 February 2020

POST 03/272: ADMINISTRATIVE OFFICER REF NO: EHD2020/01/10 (X1 POST)
Directorate: PHC

SALARY: R257 508 - R303 339 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (Jabulane Dumane CHC)
REQUIREMENTS: Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration or National diploma/degree in administration with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer certificate is essential. Driver’s license is essential.

DUTIES: Perform administrative duties, relating to client’s records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES: Ms N. Mopeli Tel No: (011) 863 7791
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager
NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant
council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 07 February 2020

POST 03/273 : POST-BASIC PHARMACIST ASSISTANT GRADE 1 REF NO: EHD2019/07
Directorate: Pharmacy

SALARY : Grade 1: R196 218 - R221 034 per annum (Plus benefits)
CENTRE : Nigel Medical Depot
REQUIREMENTS : Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post Basic) Registration with the South African Pharmacy Council (SAPC) as a Post Basic Pharmacist Assistant. Proof of payment for current annual fees.

DUTIES : To understand and comply with all relevant legislation and policies to provide a quality cost effective service, including HR and finance requirements. Continuous professional development to keep abreast with latest in pharmaceutical. Stock control and the distribution of finished products. Render effective pharmaceutical service. Receive and record all stock from suppliers. Filling of stock cards. Maintenance of electronic stock programme and reporting systems cyclic stock counts. Participate in bi-annual stock take. Storage and distribution of pharmaceuticals. Manufacturing and compounding Pre-packing. Dispensing the provision of information: Provide information to management. The maintenance of documents Recording and reporting: Work under direct Indirect supervision of a Pharmacist. Training: Maintenance of all pharmaceutical projects and systems. Compliance to GPP.

ENQUIRIES : Ms. T. Burisch Tel No: (011) 878 8500
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 07 February 2020

POST 03/274 : FINANCE CLERK REF NO: LERA/FIC/0002 (X1 POST)
Directorate: Finance Department
Re-Advertisement, applicants who previously apply are encouraged to re-apply.

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

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

ENQUIRIES: Ms V Ramaube Tel No: (011) 411 3715

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

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 07 February 2020 at 12h00 PM

POST 03/275: KEY BOARD OPERATOR CLERK REF NO: LERA/KBO/0003 (X1 POST)

Directorate: Nursing Administration
Re-Advertisement, applicants who previously apply are encouraged to re-apply.

SALARY: R173 703 per annum (Plus Benefits)

CENTRE: Leratong Hospital

REQUIREMENTS: A three-year National Diploma/degree in Office Admin or Grade 12 with 3–5 years hospital experience. Computer literacy (Ms Word, Excel and PowerPoint) will be an added advantage. Sound knowledge on customer care service in the hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Nursing Manager. Ensure safekeeping of all documentation in the office. Compile, type and distribute Documents correspondence, reports and documents. Administer the in and out flow of correspondence. Assist with various administrative and secretarial duties as assigned by the Nursing Manager. Maintenance of a user-friendly office. Assist with the following administrative records: e.g Leave lists, allocation lists, overtime records etc and compiling minutes.

ENQUIRIES: Ms W.M Phambuka Tel No: (011) 411 3506

APPLICATIONS: Should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong
NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 07 February 2020 at 12h00 PM

POST 03/276: FINANCIAL CLERK (REVENUE) REF NO: LRT/FCR/0004 (X1 POST)

Directorate: Finance Department

SALARY: R173 703 per annum (Level 05) (plus benefits)

CENTRE: Leratong Hospital

REQUIREMENTS: Three years National Diploma in finance or Grade 12 with 3-5 years hospital experience. Computer Skills. Knowledge of financial management in the public sector and PAAB. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: Responsible for billing of accounts. Prepare and send accounts to customers. Ensure effective management of the revenue. Reconciliation of PAAB Receipts. Ensure that accounts are billed in accordance with the uniform Patient Fee Schedule. Provide continuous communication to Patients, RAF, Correctional services, various Medical Aid Schemes (internal and external customers) to improve hospital revenue collection. Ensure compliance with PFMA, Administrative Procedure Manual and other revenue policies, cashier duties, trace debtors, ICD 10 coding.

ENQUIRIES: Ms E. Mbusi Tel No: (011) 411 3512

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

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical
exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 07 February 2020 at 12h00 PM

**POST 03/277**: PROCUREMENT CLERK REF NO: LRT/PRC/0024 (X1 POST)
Directorate: Pharmacy
Re-Advertisement, applicants who previously applied are encouraged to re-apply

**SALARY**: R173 703 per annum (plus benefits)

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: A three years National diploma in Supply Chain; Grade 12 with 3 -5 years hospital experience Computer literacy; Knowledge SAP;SRM;SCM; Rx Solutions will be an added advantage. Basic Financial management skills. Analytical skills. Gathering data and record keeping skills. Good interpersonal relations. Good Communication skills. Problem solving and decision-making skills. Good organisational skills. Awareness regarding continuous supply of medicine. Knowledge of government policies (eg, PFMA). Time management skills. Ability to work under pressure.

**DUTIES**: Procurement of stock, Receipt of stock, Initiate the payment of stock received timeously. Perform routine and complicated administrative tasks. To ensure a caring climate for clients- customer orientated. Monitor and maintain stock and assist in stocktaking. Supervision of staff as per organogram. Update information on Drug management information systems. Maintenance and archiving of all records. Maintain security of stock. Record and report deviations as well as gather data for relevant reports.

**ENQUIRIES**: Ms. P Giyama: Tel No: (011) 411 3884

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

**NOTE**: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.
Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 07 February 2020 at 12h00 PM

**POST 03/278**: LABOUR RELATIONS CLERK REF NO: LERA/LRC/0005 (X1 POST)
Directorate: Human Resource
Re-Advertisement applicants who previously applied are encouraged to re-Apply

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

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: Three years National Diploma in Labour Relations or Grade 12 with 3-5 years hospital experience in Labour Relations. Computer Skills. Knowledge of Persal and Labour Relation will be an added advantage. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Work closely with other disciplines. Innovative thinking and problem-solving skills.
DUTIES: Provide Labour Relation administrative services in the department. Minutes taking in Bi and multilateral meetings. Prepare agenda for Bi and multilateral meetings. Compile weekly, monthly, quarterly and annual labour related reports. Attend to all correspondence (i.e. attending to incoming calls, manage incoming and outgoing mails and distributes accordingly). Coordinate all LRO meetings. Typing, preparing and collating reports for cases (misconduct, and grievance). Accurate filing of correspondences and other documents including personal records. Arranging appointments and manage diaries. Order stationary for the office, regularly update labour relations statistics, keep record of shop steward leave, keep statistics of membership per trade union and safe guard all tools assigned to you. Expected to perform all Labour Relation additional activities given by the supervisor.

ENQUIRIES: Ms M Mabiletse Tel No: (011) 411 3677

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

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 07 February 2020 at 12h00 PM

POST 03/279: STAFF NURSE GRADE 1 REF NO: SNGR1/07/20
Directorate: Nursing

SALARY: R171 381 – R242 166 per annum, excluding benefits

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse).Current registration with SANC as Staff Nurse (Enrolled Nurse). Grade 1: Minimum of 2 years appropriate experience after registration as a Staff Nurse (Enrolled Nurse). Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing skills and ability to function as part of a team. Knowledge of Batho Pele principles and Patient’s rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays.

DUTIES: Measure, interpret and record vital signs. Give Health Education to patients. Assist professional nurses with procedures. Provide Elementary Nursing services under the supervision of a professional nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor /Manager. Work with other stakeholders and be an advocate for the patient.

ENQUIRIES: HR Manager- Mr PF Monama Tel No: (011) 481 2099, Pulankana.monama@gauteng.gov.za

APPLICATIONS: Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Hospital.
Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed/E-mailed applications will be accepted.

**NOTE**: Z83 applications Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates including Grade 12/Matric Certificate, current proof of SANC. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE**: 07 February 2020

**POST 03/280**: PRINCIPAL PORTER REF NO: LERA/PPT/0006 (X2 POSTS)
Directorate: Support Services
Re-advertisement, applicants who previously applied are encouraged to re-apply

**SALARY**: R145 281 per annum (Level 04) (Plus benefits)

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: Grade 12 with 3 years hospital experience or Grade 10 with 5 years hospital experience. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Be prepared to supervise a big team. Ability to read and write English. Be prepared to work after hours. Porter experience will serve as an added advantage.

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

**ENQUIRIES**: Mr P Leiso Tel No: (011) 411 3559

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

**NOTE**: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 07 February 2020 at 12h00 PM

**POST 03/281**: SECURITY OFFICER REF NO: LRT/ST/0011 (X1 POST)
Directorate: Support Services

**SALARY**: R122 595.per annum (Level 03) (Plus Benefits)

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: A Grade C, PSIRA registered. Knowledge of fire-arm control act, Control of access to public premises and vehicle act, PSIRA Act. Knowledge dealing with the public, ability to communicate well with people at different levels and from different
backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Ability to organise and plan. Must be self-motivated, must be prepared to rotate and work shifts which includes weekends and public holidays. Should not have a criminal record. Applicants should be prepared to undergo medical surveillance as an inherent job. Knowledge and application of the Batho Pele principles, six (6) key ministerial priorities, patients’ rights charter and other key priorities impacting on service delivery.

**DUTIES**

- Protect state property, employees, visitors and patients in the hospital for 24 hour.
- Access control and searching of both vehicle and pedestrians. Reporting of security breaches, operate and maintain security equipment’s. Escorts patients, visitors and contractors, reports breaches and defects. Write statements and testify in court, switch on and off lights in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Assist with management of queues, assist with the restraining of patients, conduct hourly patrols, control of traffic on premises. Clamping of incorrectly parked vehicles, Provide directions to patients and visitors. Comply with security dress code at all times. Implementation of security policies and procedures, attend meetings as approved by supervisor.
- Perform other security duties as allocated by supervisor.

**ENQUIRIES**

Mr D.J Mokoaledi Tel No: (011) 411 3601

**APPLICATIONS**

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

**NOTE**

The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**

07 February 2020 at 12h00 PM

**POST 03/282**

**DRIVERS (HEAVY DUTY VEHICLE) REF NO: PWH/DR/01/20**

Directorate: Transport Department

**SALARY**

R122 595 - R144 411 per annum (Level 03) (plus benefits)

**CENTRE**

Pretoria West District Hospital

**REQUIREMENTS**

- Grade 10 qualification
- One (1) to Three (3) years’ experience in driving/messenger services
- A Valid Code 10(EC1) driver’s license with PDP, (Attach certified copy)
- Ability to work independently and with a team
- Willingness to travel and work irregular hours. Knowledge of OHS Act
- Other Skills/Requirements: Good written and verbal skills, good communication skills.

**DUTIES**

- Transport equipment and officials in different places. Deliver and collect official documents when requested. Take vehicle for service/repairs Keep records of oil, fuel receipt and another admin documents. Assist with loading and offloading of goods, collect and deliver post and parcels daily. Keep vehicles in good condition.

**ENQUIRIES**

FA Van Huizen Tel No: (012) 380 1220
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE: 07 February 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za

CLOSING DATE: 07 February 2020

NOTE: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 03/283: DEPUTY DIRECTOR-GENERAL: PROGRAMME MANAGEMENT AND REGIONAL COORDINATION REF NO: REFS/004946

SALARY: R1 521 591 per annum (All – inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: NQF Level 8/Master’s degree in any Built Environment field or equivalent qualification. Minimum of 6 (six) years’ experience as a Professional Construction Project Manager. At least 4 years certified managerial experience. Registration with SA Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage. The following skills and Knowledge: Human Settlements Legislation and a Large scale programme and project management, Project management skills, principles and methodologies. Knowledge of the Construction Industry norms & standards, knowledge of Provincial Growth & Development Strategy (PGDS), Knowledge of the National Spatial Development Perspective (NSDP) and National Development Plan: Vision 2030. Land use management. Project and professional judgement, Computer-aided applications, Legal and operational compliance, Project design and analysis knowledge, Project operational communication, Process knowledge and Maintenance skills. The candidate must have the following competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Managerial functions.

DUTIES: Ensure that housing products comply with statutory and regulatory frameworks. Ensure provision of professional and technical advisory services to the department. Ensure provision of subsidy programmes within the regions Manage the implementation of community empowerment programmes; Ensure coordination of human settlements programmes and subsidy applications within the regions; Ensure project implementation, technical and professional services;
and Ensure provision of corporate management and financial services to the region.

ENQUIRIES : Ms Z Ncunyana – Zukiswa.Ncunyana@gauteng.gov.za

OTHER POSTS

POST 03/284 : OFFICE MANAGER: OFFICE OF THE HOD REF NO: REFS/004941

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in Office Management and or Administration and any other relevant qualification coupled with minimum of 3-5 years’ experience in office administration in the public-sector environment. Competencies: PFMA, public Service regularizations and Resolutions, decision making, analytical, financial management, planning and organising, people management, problem solving, conflict management, verbal and written communication, report writing, and computer literacy. Willingness to work long and irregular hours will be advantageous. Key Responsibility Areas: Diary Management, Office Management, Management of HoD’s Budget, Management of Correspondence, Manage HoD’s Logistics.

DUTIES : Provide administrative and office support to the HOD. Oversee Logistical and administrative arrangement for meeting and other engagements that the HOD is involved in. Facilitate research and co-ordinate projects. Manage the consolidation of operational plans and reviews in accordance with Departmental Strategic Plan. Compile the year planner for the office. Set up and maintain systems in the Office of the HOD that will contribute towards improving efficiency in the office. Ensure, oversee and advise on the effective flow of information and document to and from the office of the HOD and advice the HOD accordingly. Quality-assure and edit all documentation both for internal and external consumption. Draft and oversee responses drafted on enquiries received from internal and external stakeholders. Remain up-to-date with regards to the applicable. Prescripts/policies and procedures to ensure effective support to the HOD. Initiate, manage and complete designated special projects in the office of the HOD. Monitor and evaluate the performance of the staff in the office of the HOD. Manage the human resource related aspects to the staff in the office of the HOD, which includes training and developmental programmes. Liaise and communicate on a regular basis with the office of the MEC, internal and external stakeholders in ensuring understanding and expectations with regards to documents to be submitted to the HOD. Determine and collate information with regards to the budget needs of the office of the HOD. Keep records of expenditure commitments, monitor expenditure and alert the HOD with regards to possible over and under expenditure. Ensure effective communication takes place between the office of the HOD and other units within the Department.

ENQUIRIES : Ms Z Ncunyana – Zukiswa.Ncunyana@gauteng.gov.za

POST 03/285 : PERSONAL ASSISTANT: OFFICE OF THE HOD REF NO: REFS/004944

SALARY : R257 508 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Secretarial Diploma/ Public Administration Diploma/NQF Level 5 or equivalent qualification 3 - 5 years’ experience in rendering support services to a Senior Manager. Competencies- language skills and strong interpersonal skills; good telephone etiquette; high level computer skills, organizing and writing skills, detail orientated, time management, communication and conflict handling skills.

DUTIES : Provide a professional secretariat support function; general office administration, which includes but not limited to: receive telephone calls and exercise discretion; handle queries; perform advanced typing; liaise with key customers and stakeholders; ensure effective flow of information and documents to and from the unit. Diary management: arrange and schedule meetings; confirm appointments; preparation of agendas and record keeping of meetings; book venues and handle logistical arrangements for meetings and workshops. Report writing; manage the
overall procurement processes for the unit; coordinate and administer payment of service providers; manage monthly expenditures on goods procured and handling of petty cash; manage the leave register and telephone accounts for the unit and ensure the safekeeping of all documentation in the office in line with relevant legislation and policies; develop and manage a register of all incoming and outgoing documents in line with the business objectives of the Department and, conduct follow-ups with reports. Be proficient in the use of Microsoft applications such as excel, power point, word, Outlook.

ENQUIRIES: Ms Z Ncunyana – Zukiswa.Ncunyana@gauteng.gov.za

PROVINCIAL TREASURY

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

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

CLOSING DATE: 07 February 2020

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document no copies of certified copies allowed Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POST

POST 03/286: DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT

SALARY: R733 257 per annum (All-inclusive Package)

CENTRE: Johannesburg

REQUIREMENTS: A three-year tertiary qualification Degree in Business/Public Administration/Management/Corporate Governance. 3 – 5 years’ experience in the area of minute taking or report writing of which 2 years should be in a supervisory
role. Experience in a Finance/Auditing/Corporate Governance environment will be an added advantage.

**DUTIES**

- Ensure that Audit Committee are managed effectively and efficiently as per legislation and framework in place. Facilitate and attend Audit Committee meetings.
- Ensure prompt minute-taking and distribution to Members and relevant Stakeholders. Facilitate the review and implementation of the Audit Committee Charter and the evaluation of the Audit Committee. Provide support to Cluster Audit Committees and ensure Members operate in an enabling Charter. Overall management and development of staff members within the unit.

**ENQUIRIES**

Ms. Tshiamo Sokupha Tel No: (011) 227 9000

**GAUTENG TREASURY IS OFFERING A THREE-YEAR SAIPA TRAINEE**

**NOTE**

Accountant Programme in Johannesburg and would like to invite applications from unemployed graduates/employed youth with Accounting qualification as listed below. Selected candidates will be required to enter into a Contract with Gauteng Provincial Treasury for a non-renewable period of 36 Months/Three Years. Graduates who have participated in SAIPA Programme previously will not be considered.

**OTHER POST**

**POST 03/287**

SAIPA TRAINEE ACCOUNTANT PROGRAMME REF NO: GPT/20/01/02

Re-Advert Applicants who have previously applied in December 2019 need not re-apply as their application will be considered

**STIPEND**

R10 000 per month (over 3 years)

**REQUIREMENTS**

NQF Level 7, majoring with the following modules/subjects: Financial Accounting 3, Auditing 3, Cost/Financial Management Accounting 2 or Taxation 2.

**ENQUIRIES**

Ms. P Foromo Tel No: (011) 241-0625, Mr. H Shitiba Tel No: (011) 241-0674 or Ms. Zuma Tel No: (011) 227-9108

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**NOTE**

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

**ERRATUM**: kindly note that the post of Assistant Director- Organisational Development: Centre (Johannesburg Head Office) with Ref No: SD/2020/01/03 advertised in Public Service Vacancy Circular 02 dated 17 January 2020, The requirements and Duties of the post has been amended as follows: Requirements: HR Planning environment in the Public Service and Duties: Coordination of Human Resource plan functions in the department. People who applied are encourage to re-apply, the closing date has been extended to the 07 February 2020.
OTHER POSTS

POST 03/288: SENIOR ADMINISTRATIVE OFFICER- MONITORING AND EVALUATION REF NO: SD/2020/01/11

Re-advertisement: Applicants who previously applied for this post are encouraged to reapply.

SALARY: R316 791 per annum (plus benefits)
CENTRE: Johannesburg Head Office
REQUIREMENTS: A three-year qualification in Monitoring and Evaluation with 2-3 years’ experience in Performance Monitoring and Evaluation environment. A valid driver’s license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.


ENQUIRIES: Mo Mkhabela Tel No: (011) 355 7937
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
FOR ATTENTION: Mr O Mkhabela Tel No: (011) 355 7937
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE: 07 February 2020

POST 03/289: SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLYCHAIN REF NO: SD/2020/01/12

SALARY: R316 791 per annum (plus benefits)
CENTRE: GA Rankuwa Rerabilwe Child & Youth Care Center

DUTIES: Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training of staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervise and manage of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation, performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.

ENQUIRIES: Mr M Netshikulwe Tel No: (012) 700 9444
APPLICATIONS: Please forward applications, quoting the relevant reference number for Attention Mr M Netshikulwe, Ga- Rankuwa Rearabilwe Child & Youth Care Centre, Sedumedi Street Zone 2 Garankuwa, 0208 or posted to Private Bag X 1006, Garankuwa Zone 2.
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 07 February 2020

POST 03/290: PERSONAL ASSISTANT MONITORING AND EVALUATION REF NO: SD/2020/01/13

SALARY: R257 508 per annum (plus benefits)

CENTRE: Johannesburg Head Office

REQUIREMENTS:
- Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

DUTIES:
- Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager’s budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

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

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

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

NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 07 February 2020
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

OTHER POSTS

POST 03/291  :  MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: GS 3/20
Component – Radiology Department

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

CENTRE  :  Greys Hospital

REQUIREMENTS  :  
FCRAD (diag.) qualification or equivalent. MMed degree in Diagnostic Radiology.
Registration with the Health Professions Council of South Africa as a Specialist Radiologist. Current registration for independent practice. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Recommendations: Experience with teaching registrars in preparation for the Radiology College Exams. Experience with the MMed supervision process. Additional qualification or experience in a subspecialist field of Radiology.

DUTIES  :  
 Provision of Tertiary and Regional Radiological services, including CT, MRI, Mammography and Interventional procedures, at Greys Hospital and its drainage area. Participation in Radiology after-hours services in the PMB metropolitan region. Note: In view of the requirement for on-site after hours service provision, the recommended candidate will be required to relocate to Pietermaritzburg prior to taking up the post. Participation in Outreach Programs and Clinical Support to facilities referring to Pietermaritzburg hospitals, including Tele-radiology services. Participation in Clinical Research in the PMB metropolitan complex, including supervision of MMed theses for Radiology registrars. Rotation to Edendale Hospital when required Participation in the development and provision of under- and post-graduate teaching of Radiology in the PMB Metropolitan Complex Liaison with Radiography, Radiology and Nursing colleagues, Institutional Management, the Head Clinical Unit, and the Head Department in Radiology at Greys Hospital.

ENQUIRIES  :  Dr D. Reitz Tel No: (033) 897 3204

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

FOR ATTENTION  :  Mrs. M. Chandulal

NOTE  :  Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 3/20. 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 : 7 February 2020
POST 03/292 : ASSISTANT DIRECTOR: PHARMACEUTICAL SERVICES REF NO: PCHC 02/2020
Re-advertised, applicants who previously applied need to re-apply

SALARY : R897 936 per annum. Benefits: All inclusive package (This package consists of 70% basic salary and 30% flexible portion)
CENTRE : KZN Health -Phoenix Community Health Centre
REQUIREMENTS : Standard10/Senior certificate/Grade 12 plus Bachelor Degree in Pharmacy, Registration certificate with South African Pharmacy Council(SAPC) as a Pharmacist, Proof of current registration with SAPC as a pharmacist(registration card plus proof of payment of annual fees for 2019/receipt),Minimum of five years(5) experience after registration with SAPC as a Pharmacist ,Certificate of service to prove current and previous work experience endorsed by Human Resource, Recommendations: Computer Literacy, Valid Drivers License: Knowledge, Skills, Training, attributes and abilities: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, good pharmacy practice, policies and procedures, the national Drug policy, Sound understanding of procurement reforms and the CCMDD program, Sound knowledge of legislation relating to pharmaceutical practice in South Africa, Sound knowledge of the District Health System and National Drug Policy, Good communication, leadership, motivational, decision-making, team building, ethical, operational, professional and supervisory skills, Knowledge of the principles, functioning and operation of a PTC and Anti-microbial stewardship, Knowledge of Human Resource Management, staff training and development and financial management, Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles, Effective, planning, organizational, managerial and interpersonal skills, Computer literacy,( Ms Word, Ms Excel, Ms Power Point and MS Outlook) as well as knowledge and experience in RX Solution.

DUTIES : Provision of pharmaceutical services in accordance with legislation and provisions of the national drug policy, Dispense pharmaceuticals as well as ARV medicines and perform standby/on-call when necessary, Implementation of good pharmacy Practice Rules, Ensure optimal utilization and sound management of human resources as well ensure optimal safety and security of pharmaceuticals in the institution, Management of procurement, storage, distribution and use of pharmaceuticals. In the institution to ensure that stock out of essential medication is avoided. Ensure extensive control of pharmaceutical services in all depth of the CHC including drug supply management to attached clinics and outreach programs. Ensure formulation of standard operating procedures and protocols and monitor adherence by staff. Ensure that the institution has a functional drug and therapeutic committee together with the medical manager. Ensure that the institution has a functional antibiotic stewardship committee and participation by all pharmacy staff together with the medical manage. Identify training needs of the pharmacy staff and facilitate access to appropriate training and development. I identify and facilitate the procurement of pharmaceutical equipment as per the standard operational norms of a CHC. Development and implementation of quality improvement projects in pharmacy. Participate in all institutional committee meetings as per appointment by the institutional manager.

ENQUIRIES : Dr B.C Badripersad Tel No: (031) 538 0806
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.
FOR ATTENTION : Mr V.S Mtshali
NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department
Original 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. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE: 07 February 2020

POST 03/293: OPERATIONAL MANAGER NURSING REF NO: NDW/OM/02/20 (X1 POST)
Component MOPD & Acute Stream

SALARY: Grade 1: R562 800 – R633 432 per annum. Other Benefits Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque.

CENTRE: Ndwedwe CHC

REQUIREMENTS:
Senior certificate/ Matric or equivalent Plus Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).Current registration with SANC as a Professional Nurse & PHC Nurse (2020 SANC receipt) 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 in the relevant specialty. Proof of work experience (Certificate of service) endorsed by Human Resource department Certificate of service from current/ previous employers stamped and signed valid driver’s licence Recommendations Computer Literacy Knowledge, Skills And Competencies Required Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of nursing care processes and procedures. In depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards. Appropriate understanding of Scope of Practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients Right’s Charter, Batho Pele Principles. Sound knowledge of Labour Relations Act, Leadership, Supervisory, organizing, decision making, problem solving abilities skills Co-ordination and report writing skills. Time Management. Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player ion well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices. Demonstrate basic computer literacy.

DUTIES:
Ensure implementation of comprehensive Primary health care package and quality nursing services. Participate actively in NCS and Ideal Clinic committees and ensure implementation of standards. Work as part of multidisciplinary team to ensure good nursing care. Ensure effective control of financial, material and human resources. Demonstrate effective communication with patients, community and with multidisciplinary team. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within institution. Monitor implementation and performance of NCD’s indicators on daily, weekly and monthly basis. Participate in Mortality and morbidity committee and ensure improvement in patient care. Ensure that staff is orientated, mentored and developed to provide quality patient care. Ensure monitoring, management and control of absenteeism. Ensure that patients are nursed in a safe and therapeutic environment. Ensure that discipline and professionalism is instilled and
maintained. Participate in activities aimed at fully integrating all services to the main stream of health care services within the sub district.

ENQUIRIES : DR. O Ayeni Tel No: (032) 532 3048/50

APPLICANTS : should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342.

FOR ATTENTION : Dr.O Ayeni Tel No: (032) 532 3050

NOTE : The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and SANCA receipts. Curriculum Vitae the reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) “People with disabilities should feel free to apply” NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.


POST 03/294 : OPERATIONAL MANAGER NURSING (OUTREACH SERVICES) REF NO NDW/OM/03/20 (X1 POST)

Component PHC Services

SALARY : Grade 1: R562 800 – R633 432 per annum. Other Benefits Medical aid (optional), housing allowance: employee must meet Prescribed requirements, 8% rural allowance and 13th cheque.

CENTRE : Ndwedwe CHC

REQUIREMENTS : Senior certificate/Matric or equivalent Plus Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse 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 specialty after obtaining the 1 year post basic qualification in the relevant specialty. Proof of work experience (Certificate of service) endorsed by Human Resource department Certificate of service from current/ previous employers stamped and signed valid driver’s license Recommendations Computer Literacy Knowledge, Skills and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of nursing care processes and procedures. In depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients Right’s Charter, Batho Pele Principles Sound knowledge of Labour Relations Act. Leadership, Supervisory, organizing, decision making, problem solving abilities skills Co-ordination and report writing skills. Time Management. Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices Demonstrate basic computer literacy.

DUTIES : Provision of Quality Nursing Care through the implementation of 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. To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. To implement and sustain Kangaroo mother care practices. To implement and sustain baby friendly practices. To implement and sustain PMTCT as per National guidelines. 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.

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ENQUIRES
Provide effective management and professional leadership at the clinic. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation unit. Ensure that all administrative functions required in the component are performed to the required standards including performance management development system (EPMDMS). Demonstrate effective communication with patients, supervisors and other health workers or professionals and junior colleagues including more complex report written when required. Participation in multidisciplinary teams (OSS) and joint programme with all stakeholders including NGO’s, other governmental departments. Participate on sub-district assessments of National Core Standards and Ideal Clinics. Be prepared to work under pressure as to meet deadlines. Collate reports and actively participate in nerve Centre meetings.

**ENQUIRIES**

Ms. C.M Mkhwanazi- Deputy Manager Nursing

**APPLICATIONS**

all applications must be forwarded to Assistant Director HRM Bethesda hospital, Private Bag x 602, Ubombo 3970

**NOTE**

The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department Or from the website - www.kznhealth.gov.za. Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following check (security clearance, credit records, qualification, citizenship and previous experience verifications). Applicants are respectfully informed that, if no notification of appointment is received within months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. Aim is to promote representivity in all levels of all occupational categories in the Department. NB: Kindly Be Advised That No S & T Claims Will Be Considered For Payment to Candidates Attending Interview.

**CLOSING DATE**

07 February 2020

**POST 03/296**

**OPERATIONAL MANAGER NURSING PRIMARY HEALTH CARE REF NO: OM 1/2020 (X1 POST)**

Component: MOPD, Acute Disease and Ophthalmic

**SALARY**

R562 800 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Home Owner allowance (employee must meet prescribed requirements)

**CENTRE**

Inanda Community Health Centre

**REQUIREMENTS**

Senior certificate/ Grade 12 Basic 425 qualification i.e. Diploma /Degree in General Nursing & Midwifery, Registration with South African Nursing Council as a Professional Nurse(PHC). One year basic Diploma in PHC Care accredited with the South African Nursing Council Experience: minimum of nine(9) years appropriate/recognizable experience in nursing after registration as a Professional nurse with South African Nursing Council, in General Nursing, at least 5years of the period above must be recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous employers is compulsory. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Attributes and Abilities Financial management, leadership, Organizational, decision making and problem solving skills. Knowledge of public service policies and other health related prescripts. Sound knowledge of code of conduct. Good interpersonal skills Human resource management and Labour relations Act Knowledge of public service acts, regulations and policies.
Knowledge and experience in implementation of Batho Pele principle’s, patient’s right charter and code of conduct. Knowledge of SANC rules and regulations.

**DUTIES**: Ensuring provision of comprehensive PHC service according to DHS package. Supervision of all programmes using the standardized prescribed audit tools and ensure QIP’s are developed and monitored. Ensure implementation of operational imperatives set by the District as per health policies and programmes. Ensure appropriate implementation of Batho Pele principles and proper complaint’s management. Demonstrate a basic understanding of HR and financial policies and practices. Maintain intersectoral collaboration with other government structures through operation Sukuma Sakhe activities. Ensure that quality standards are implemented (norms and standards and ideal clinic realization). Work as part of multidisciplinary team to ensure good nursing standard. Demonstrate effective communication with patients, community and multidisciplinary team. Provide direct and indirect supervision of all staff within the institution. Participate in mortality and morbidity committee and ensure improvement in patient care. Ensure implementation of ethical and professional standards.

**ENQUIRIES**: Mrs B.P Ndlovu  Tel No: (031) 519 8200

**APPLICATIONS**: should be forwarded to: Human Resource Department, Inanda C CHC, Private Bag x 04, Phoenix 4080, Or Hand deliver to The Human Resource Department, Inanda “C” Community Health Centre, C 35 Umshado Road, Inanda, 4310.

**NOTE**: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and professional registration Certificates (SANC) – not copies of certified copies (certification must be within three months). Certified copy of ID document. Certified copies of certificate of service endorsed by HR. The Post Reference Number must be indicated in the column provided on the form Z83, e.g. AMN 02/2014. NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply. The appointment is subject to positive outcome obtained from the following checks: security checks, credit records, qualification, citizenship and previous experience verifications. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**: 07 February 2020

**POST 03/297**: ASSISTANT DIRECTOR: RADIOGRAPHY (ULTRASOUND) REF NO: GS 4/20

**Component – Radiology Department**

**SALARY**: Grade 1: R517 326 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements.

**CENTRE**: Greys Hospital, Pietermaritzburg

**REQUIREMENTS**: Bachelor’s degree in Ultrasound or Bachelor of Technology: Ultrasound Certified copy of original registration with the Health Professions Council of South Africa as a radiographer (Ultrasound) Certified copy of current registration (2019/2020) with the Health Professions Council of South Africa as a Radiographer (Ultrasound) 8 years appropriate experience after registration with HPCSA in the relevant profession of which 5 years must be appropriate experience in Ultrasound radiography in a supervisory/managerial capacity. Certificates of service OR official letters from previous/current employers to be attached as proof of experience. Recommendation Experience performing high risk Obstetric and foetal anomaly scans and Gynaecological scans Report writing on difficult general scans.

**DUTIES**: Manage the sub-department as above. Supervise, support, monitor and guide all staff within the component, including managing rosters, leave absences, performance assessments and disciplinary procedures Teach practical ultrasound skills to ultrasonography students and junior doctors. Troubleshoot, monitor, report and resolve minor technical problems with the ultrasound units Ensure effective
utilization and maintenance of equipment, supplies and other resources. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Provide clinical training and assessments for students/rotating medical staff and promote a work environment conducive to continuous professional development. Develop, monitor and sustain Quality Improvement Programs within the department.

ENQUIRIES:
Ms. D. Wood
Tel No: (033) 897 3208

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

FOR ATTENTION:
Mrs. M. Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 4/20. 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:
07 February 2020

POST 03/298:
CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: GS 5/20
Component – Office of the CEO

SALARY:
R444 276 per annum, plus 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements.

CENTRE:
Greys Hospital, Pietermaritzburg

REQUIREMENTS:
Senior Certificate/Grade 12 or equivalent Degree or Diploma in General Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing Current Registration with the SANC as Professional Nurse. Certificate of Service endorsed by Human Resources must be attached. Recommendation: Certificate in case management will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of legal frameworks in Health act, PFMA, Medical schemes act, PMB Regulations, RAF act, UPFS, administration Procedure Manual, ICD10 Coding and Procedure Coding. Computer literacy (Microsoft office Suite, MS word, MS Excel), a certificate will be an advantage. Must be a driven, customer focused individual with excellent planning, organizing, training, communication (verbal and written) and reporting skills, must have good interpersonal relations and training skill. Must be able to work under pressure.

DUTIES:
Application of clinical knowledge in the risk management (financial and clinical) of patients in term of Length of stay, Level of Care, Clinical updates, ICD 10 coding, procedure coding and cost benefits available, identification of billable services, treatment care plans, chronic disease case management and discharge planning. Communication with Funders, Patients and multidisciplinary Health Care Team. Oversee preadmission management of patients (confirmations and authorizations) Audit patient’s accounts and do follow ups as required. Train hospital officials on the utilization of charge sheet. Keep electronic and physical records. Generation of monthly reporting for management. Ensure compliance to Regulations, Prescripts and policies of the department. Manage performance and development of staff. Plan, implement and evaluate case management at the facility level. Ensure efficient and effective communication with clinicians and Funders for
externally funded clients. Develop and implement Case Management policies, standards, protocols and procedures in line with National Core standards. Develop quality improvement plan and in-service training for staff in order to enhance revenue collection. Establish, maintain and participate in the inter-professional and multidisciplinary teamwork that promotes effective health care. Ensure that all accounts set up have correct ICD 10 coding prior to submission to funders.

ENQUIRIES: Dr K.B. Bilenge Tel No: (033) 897 3321
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 5/20. 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: 07 February 2020
POST 03/299: CLINICAL PROGRAMME CO-ORDINATOR (IPC) REF NO: MBO 01/2020 (X1 POST)
Re-advert those who were previously applied are also encouraged to apply.

SALARY: R444 276 per annum
CENTRE: Mbonolwane District Hospital
REQUIREMENTS: Grade 12 (Senior Certificate). Degree/diploma in General in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC IN General Nursing. Proof of current and previous work experience signed by Supervisor and certificate of service endorsed by Human Resource Department is compulsory. Valid driver’s license. Knowledge, Skills, Training and Competencies required: Knowledge of framework governing the nursing profession and the health system. Programme planning. High level of interpersonal relationship. Presentation and facilitation skills. Ability to lease with management. Assertiveness and diplomacy. Knowledge of procedures and policies pertaining to Infection Prevention and Control. Knowledge of EPMD, ideal clinic and new norms and standards.

DUTIES: Conduct inspections to ensure that infection prevention and control (IPC) plans are implemented and that practices are according to the specified IPC policy. Perform training and guidance activities to instil an IPC culture within the institution. Monitor IPC indicators and report to there on to assist in the improvement projects and that significant change is recognized and rewarded. Bench mark best practices and implement these to continuously advance IPC within the institution. Perform IPC monthly audits, surveys and report to senior management. Identify, facilitate and co-ordinate all IPC quality improvement plans. Assist in implementation of new norms and standards and ideal clinic realization and maintenance. Submit monthly statistics and quarterly reports to district office. Ensure that IPC nursing care plans are developed and implemented. Co-ordinate facility IPC meetings and attend district IPC Meetings. Conduct IPC risk management and develop a plan to mitigate identified risks. Ensure that the facility minimize nosocomial infection. Analyse data collected and respond to outbreaks. Report notifiable medical conditions.
ENQUIRIES : Mrs AS Maphumulo Tel No: (035) 4766242 ext. 204
APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
FOR ATTENTION : 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 Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: 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 : 07 February 2020

POST 03/300 : CLINIC NURSE PRACTITIONER REF NO: EST/01/2020 (X3 POSTS)
Re-advert if you already applied no need to re-apply

SALARY : R383 226.00 per annum Plus 13th Cheque, Medical Aid (Optional) Home Owner Allowance 08% rural allowance (Employee must meet the prescribed requirement).

CENTRE : Institution: Injisuthi Clinic

REQUIREMENTS : Senior certificate/matric or equivalent national diploma/degree in general nurse and midwife. Current registration with South African Nursing Council as a registered General Nurse and Primary Health Care. Minimum of 4 years appropriate/recognized experience as a Professional Nurse after registration as Professional Nurse with SANC. Post basic qualification in Primary Health Care accredited to SANC. Knowledge, skills, training and competences required Knowledge of applicable legislation and guidelines, including scientific nursing and nursing principle. Perform clinical nursing practice in accordance with the scope of practice and standard as determined for Primary Health Care facility. Knowledge of code of conduct. Team building and supervision skills. Co – ordination and planning skills. Good interpersonal relationship skills.

DUTIES : Demonstrate effective communication with patients, supervisor and other clinicians including reports writing and statistics. Work as part of multidisciplinary team to ensure quality patient care. Promote preventive and promote health for clients and the community in the clinic. Ability to plan and organize own work and that support personnel to ensure proper nursing care in the clinic. Assist the Operational Manager with overall management and necessary support for effective functionality of the clinic. Supervision of patients and provision of basic patients’ needs. Ensure clinical intervention to clients including administrating of prescribed medication and ongoing observation of patients in the clinics. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical stock. Responsible for screening, diagnosis and management of patients at primary health care level. Involved in clinical audits.

ENQUIRIES : Mrs. Z.E. Mhlanga Tel No: (036) 342 7153
APPLICATIONS : should be forwarded to: the human resource department, Estcourt District Hospital P/Bag x7058 Estcourt, 3310
NOTE : Subsistence and Travelling Claims will not be considered due to financial constraints.
CLOSING DATE : 07 February 2020

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POST 03/301: PROFESSIONAL NURSE: SPECIALTY (OCCUPATIONAL HEALTH NURSE)
REF NO: NDW /OHN/01/20

SALARY:
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: 13th cheque, Medical Aid (Optional) Housing Allowance (employee to meet prescribed requirements)

CENTRE: Ndwedwe CHC

REQUIREMENTS:
Grade 1:
- Senior Certificate/Grade 12 Certificate/Degree/Diploma in General Nursing and Midwifery
- One year Post Basic qualification in Occupational Health Nursing Science
- A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing
- Current registration with the South African Nursing Council (2020)
- Proof of current and previous work experience endorsed by the Human Resource Department
- Computer Literacy
- Valid Driver’s license.

Grade 2:
- Senior Certificate/Grade 12 Certificate/Degree/Diploma in General Nursing and Midwifery
- One year Post Basic qualification in Occupational Health Nursing Science
- 14 years actual service and/or appropriate/recognizable post-registration experience in General Nursing
- At least 10 years of this period must be appropriate/recognizable experience in the specialty after obtaining the relevant 1 year post-basic qualification required for the relevant specialty.
- Current registration with the South African Nursing Council (2020)
- Knowledge, Skills and Competencies Required:
  - Sound knowledge of occupational health and safety Act, COID Act and other relevant regulations.
  - Ability to formulate patient care related policies, clinical and administrative knowledge in the field of occupational health.
  - Good communication and interpersonal skills and ability to function well within a team.
  - Knowledge of infection control, medical waste and risk assessment.
  - Ability to influence the attitudes and opinions of others and gain agreement to plans, proposals and ideas.

DUTIES:
- Coordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous implementation.
- Develop and implement Occupational health and Safety training programs, orientation and induction programs.
- To implement occupational health manuals and protocols, at times you will be expected to work in the clinic.
- To conduct occupational health audits functions in compliance with the Occupational health and Safety Act 85/1993. Ensure that Occupational health functions are carried out timeously and correctly within the institution.
- Promote employee wellness and advocate for proper treatment and management and care. Provide optimal, holistic nursing care with set standard and within a professional/legal framework.
- Quality improvement plan: to assist with the drawing and implementation of quality improvement plan.
- Identify and investigate occupational health diseases to ensure environmental conditions meet and maintain compliance certificates are regulated by Occupational health and Safety Act 85/1993.
- Develop occupational health business plan and strategise plan in line with institutional plans.
- Maintain good working relationship with the nursing and multidisciplinary team.
- Development of presentations for orientation and induction programme.
- Compile statistics and submit reports.
- Compile and capture IOD cases on relevant forms including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour.

ENQUIRIES: Mr EM Khumalo Tel No: (032) 532 3048/50
APPLICATIONS: should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342.
FOR ATTENTION: Dr O Ayeni Tel No: (032) 532 3050
NOTE: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and SANCA receipts. Curriculum Vitae the reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010. Due to the large number of applications we envisage to receive, applications will not be
Acknowledged but every applicant will be advised of the outcome in due course.
NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

**CLOSING DATE**: 14 February 2020

**POST 03/302**: PROFESSIONAL NURSE SPECIALTY (PAEDIATRICS CRITICAL CARE)  
**GRADE 1 TO 2**
Component: Paediatrics

**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**
GJGM Regional Hospital

**REQUIREMENTS**
Degree /Diploma in General Nursing and midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse PLUS, Post basic Diploma Nursing Qualification in Child Nursing Science Nursing Science with duration of One 1(year) or Diploma in Critical Care, accredited with SANC. Proof of current registration (2020 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached.  
**Grade 2**: 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/recognizable experience in the specific specialty after obtaining the one year Post – Basic qualification in relevant specialty.

**DUTIES**
- Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in Paediatrics. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in Paediatrics and in the whole institution for better quality patient’s care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others.

**ENQUIRIES**
Mrs N.G Mntambo (Assistant Manager Nursing) Tel No: (032) 437 6151  
**APPLICATIONS**
Applications to be forwarded to: Human Resources Department, Postal address: The Human Resource Manager, GJGM Hospital, Private Bag x10609, Stanger 4450 Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street.

**FOR ATTENTION**
Mr. S. Govender (Human Resource Manager)

**NOTE**
Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM /17/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following
checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 07 February 2020
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: 07 February 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. The 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. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in 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, qualification verification by SAQA 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 reserves the right to not fill the position.

OTHER POSTS

POST 03/303: SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTANT REF NO: NWP/OOP/2020/03
Job purpose: To implement Management Accounting Systems and Procedures in the Office of the Premier

SALARY: R316 791 per annum (Level 08)
CENTRE: Mmabatho
REQUIREMENTS: Bachelor’s Degree Financial Management or Accounting and/or equivalent (NQF level and credits) 2-4 years’ experience applicable to the relevant field of which 2 should be at a supervisory level. Competence Requirements: Public Finance Management Act. Public Service Regulations. Treasury Regulations .Basic Accounting Systems. Expenditure in cash flow or budgeting and Expenditure control. Computer literacy skills in Excel, Word, PowerPoint. Communication skills.
DUTIES: Consolidate, check, collect and prepare financial support information for completion of the Budgeting (MTEF) and planning purposes. Prepare the requests for roll-overs, virements/shift processes, adjustment budget estimates, monthly forecasting and produce adjusted cash flow. Coordinate management and monitoring of budget, revenue and expenditure trends. Authorisation of Journals and the provision of revenue services.
ENQUIRIES: Ms N. Mbevhana Tel No: (018) 388 3465

POST 03/304: SENIOR ACCOUNTING CLERK REF NO: NWP/OOP/2020/04
Job Purpose: To Supervise the Provision of Accounting Clerical services in the Office.

SALARY: R257 508 per annum (Level 07)
CENTRE: Mmabatho
REQUIREMENTS: Bachelor’s Degree Financial Management or Accounting and/or equivalent (NQF level and credits) 3 - 5 years’ relevant experience in financial management. Competence Requirements: Knowledge of PFMA, Public Service Regulations,
treasury Regulations, WALKER system, PERSAL system and BAS. Computer literacy skills in Excel, Word and PowerPoint, and communication skills.

**DUTIES**: Administering and payment of subsistence and transport claims (S&T). Perform all salary administration duties. Sending proof of payments to third parties. Perform tax administration duties for the office. Supervise work performed by Accounting Clerks and perform other duties as delegated.

**ENQUIRIES**: Ms. M. Molefe Tel No: (018) 388 5070
ANNEXURE R

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.

OTHER POSTS

POST 03/305: RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)

SALARY:
Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum

CENTRE: Cape Winelands Health District (Bredevalley)

REQUIREMENTS:
Minimum educational qualification: National Diploma and/or B-Tech Degree that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel within the Cape Winelands District. Experience: Grade 1: None after registration with the HPCSA in Radiographer (Ultrasound). Grade 2: 10 year’s appropriate experience after registration with HPCSA in Radiography (Ultrasound). Grade 3: 20 years appropriate experience after registration with HPCSA in Radiography Ultrasound. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis and be able to serve patients in at least two of the three official languages of the Western Cape. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES: Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Cape Winelands District. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O&G / Radiology registrars and radiographers. Actively take part in CPD- program, as learner as well as In-service training.

ENQUIRIES: Ms S Neethling, Tel. No: (023) 348-8120 or email: Surina.Neethling@westerncape.gov.za

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

NOTE: No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE: 14 February 2020
POST 03/306: ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)
Directorate: Professional Support Services

SALARY: R376 596 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: Appropriate health-related qualification (Degree/Diploma) that is registrable with the South African Nursing Council (SANC) and or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in Health Science Practice, Health Service Management and in a mental healthcare environment. Inherent requirements of the job Valid (Code B/EB) driver’s licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Insight into Private Health Establishment Regulations, Ambulance Service Regulations and Mental Health Care legislation, as amended. An understanding of clinical activities, needs, norms and standards across all types of health services. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e. PN 187, PN 180, NCS, IUSS, and OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.

ENQUIRIES: Ms K Jacobs Tel No: (021) 483 3303 or email: Kim.Jacobs@westerncape.gov.za
APPLICANTIONS: 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: 14 February 2020

POST 03/307: DRIVER (LIGHT DUTY VEHICLE)
Garden Route District

SALARY: R102 534 per annum
CENTRE: Mossel Bay Sub-district
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (C1/EC) (Code 10) driver’s licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region.

ENQUIRIES : Mr B Caffoen Tel No: (044) 691-2011 or email: Benjamin.Caffoen@westerncape.gov.za

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

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

CLOSING DATE : 14 February 2020

POST 03/308 : HOUSEHOLD AID (X3 POSTS)

SALARY : R102 534 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner within a Hospital environment and experience in Waste management. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237, E-mail: Ebrahim.Cassiem@westerncape.gov.za

APPLICATIONS : Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Mr MS Benjamin

CLOSING DATE : 14 February 2020

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 10 February 2020

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
MANAGEMENT ECHELON

POST 03/309 : DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING AND COMPLIANCE
REF NO: PT 2020-01

SALARY : R1 057 326 per annum (Level 13). (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : B Degree in Accounting; 5 years' management experience and proven knowledge of technical abilities on accounting practices; Valid driving license or alternative mode of transport for persons with disabilities; Knowledge of the People Management function. Recommendations: Professional qualification in the field of accounting science (CA(SA) or equivalent); An aptitude for training and building the capacity of staff; Excellent networking abilities; and Working knowledge of Standards of GRAP and the Modified Cash Standard. Competencies: Strategic capability and leadership; Change management; Communication: written and verbal; Financial management; Knowledge management; Project management.

DUTIES : Drive the application of accounting practice within WCG clients in line with the latest applicable reporting framework; Manage technical assistance provided on the interpretation of accounting standards and frameworks and manage the research and issuing of best accounting practices; Driving accounting capacity building through training interventions on financial governance and accounting frameworks; Improving the financial governance maturity within departments through multi-disciplinary engagements; People Management.

ENQUIRIES : Mr. AA Hardien Tel No: (021) 483 6025