PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2020
DATE ISSUED: 31 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.

4 SMS pre-entry certificate

4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za.
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## PROVINCIAL ADMINISTRATIONS

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The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling of this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS:
Please forward your application, quoting the relevant reference number and the number and the name of this publishing to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE:
14 February 2020

NOTE:
Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

MANAGEMENT ECHELON

POST 04/01:
DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES
REF NO: 22/2/DAC/2020
Branch: Corporate Services

SALARY:
R1 521 591 per annum (all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE:
Pretoria

REQUIREMENTS:
An undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognised by SAQA, 8-10 years of experience at a senior managerial level. Extensive knowledge and understanding of the PFMA and good understanding of the Public Service Regulatory Framework, Experience and ability to work in cross-functional projects / teams. Excellent coordination and project management skills. Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

DUTIES:
As Head of the Branch: Corporate Services, the incumbent of this position will be responsible to provide effective and well coordinated corporate services to the Department. Ensures and oversee that all Chief Directorates and Directorates
reporting under Corporate Services provides adequate support to the Department in line with its mandate, vision and mission. Lead and manage the following Chief Directorates and Directorates: Communication Management, Legal Services, Security and Work Environment, Human Resources Management, Government Information and Communication Technology Management, International Cooperation and Donor Coordination, Entities Management, Strategic Management and Planning. Develop and implement various strategies and policies to improve service delivery within and outside the department, including capacity of the organisation to cope with change. Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery. Plan and report to various stakeholders including parliament, audit and risk Committees. Co-ordinates and reports on all Branch’s programmes and projects. Develop Business and Strategic Plans for the Branch. Ensures that structures and governance processes are in place and aligned to achieve the strategic objectives of the Department. Strongly lead line managers in spearheading restructuring and change management process of the Department. Ensure compliance of the Branch and the Department at large with general Government regulatory legislation and framework applicable to the work of the Chief Directorate and Directorates reporting under the Branch: Corporate Services. Develops and maintain effective monitoring systems and mechanisms.

ENQUIRIES : Ms NP Maloka Tel No: 012 441-3730
DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 21 February 2020
NOTE : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 04/02 : DEPUTY DIRECTOR: INSTITUTIONALISATION OF COMMUNITY ENGAGEMENT REF NO: 27489/01

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration package)
CENTRE : Pretoria

DUTIES : The successful candidate will perform the following duties: Assess public confidence in elected councilors and appointed officers. Provide support in addressing strategic capability in forming local partnerships (public, private, community and voluntary organisations). Support municipalities in the development and implementation of functional complaint management systems. Undertake periodic research to measure the impact of municipal support programmes. Develop regulatory frameworks to set minimum standards and monitor functionality of municipal community participation structures. Develop mechanisms to monitor the implementation and compliance of provisions of the MSA.

ENQUIRIES : Ms C. Makhaza Tel No: 012 334 4963
APPLICATIONS : Applications may be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta60@ursonline.co.za or via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900.
POST 04/03: ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NW, FS AND EC) REF NO: 27489/02

SALARY: R376 596 per annum (Level 09)

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Maintain the MIG fund administration system and implementation thereof, including: scheduling, transferring, monthly expenditure reporting and analysis, withholding, stopping and reallocation. Consolidate the financial and non-financial reports by municipalities as per legislative requirements through the utilisation of MIG-MIS. Coordinate projects site visits and assist with the evaluation of site visit reports. Assess the project management unit business plans in line with the funding criteria of MIG and monitor the functionality of the unit. Assess the project business plans of municipalities to meet the general and specific sector requirements.

ENQUIRIES: Mr S. Mabunda Tel No: 012 334 0698

APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta61@ursonline.co.za or via fax: 086 415 5709.
APPLICATIONS: All applications must be submitted to: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).

CLOSING DATE: 17 February 2020 @ 15h45

NOTE: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver’s license. Please Note: All copies attached must be certified a true copy of the original and not older than six months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. Note: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. The Department of Correctional Services reserves the right not to fill any of these advertised posts. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 17 February 2020 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below:

OTHER POSTS

POST 04/04: DEPUTY DIRECTOR: COORDINATOR INVESTIGATIONS REF NO: HO 2020/01/01
Directorate: Departmental Investigation Unit

SALARY: R869 007 per annum (all-inclusive package)

CENTRE: National Head Office

**DUTIES**: Analyse and manage reported cases of corruption, fraud, theft and maladministration. Ensure that an electronic database is maintained and kept up to date. Monitor the implementation of recommendations of investigations forwarded to Code Enforcement and regions. Conduct investigations nationally and compile investigation reports on corruption, fraud, theft and maladministration. Liaise with regions in respect of cases handled by DIU. Perform all directorate administration duties including management of human and financial resources and state assets.

**ENQUIRIES**: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

**POST 04/05**: **DEPUTY DIRECTOR: ACCOUNTING REF NO: HO 2020/01/02**
Directorate: Financial Accounting

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

**CENTRE**: National Head Office


**DUTIES**: Manage the financial revenue, expenditure management and accounting Sub-directorate. Undertake revenue, expenditure management and accounting work as required. Manage the sub-directorate revenue, expenditure management and accounting. Manage human resources, finance and assets.

**ENQUIRIES**: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

**POST 04/06**: **DEPUTY DIRECTOR: POLICY COORDINATOR REF NO: HO 2020/01/04**
Directorate: Office of the CDC Remand Detention

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

**CENTRE**: National Head Office


**DUTIES**: Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning, operational planning and control. Management of processes of compliance in the branch. Provide administrative support to the Chief Deputy Commissioner’s office. Research and benchmark on issues pertaining to strategic management. Manage human resources, finance and assets.

**ENQUIRIES**: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
POST 04/07: ASSISTANT DIRECTOR: INVESTIGATORS REF NO: HO 2020/01/06 (X3 POSTS)
Directorate: Departmental Investigation Unit

SALARY: R470 040 per annum
CENTRE: National Head Office
DUTIES: Analyse and investigate reported cases of corruption, fraud, theft and maladministration. Regularly maintain the electronic database on cases. Compile investigation reports on corruption, fraud, theft and maladministration. Monitor the implementation of recommendations of investigations forwarded to Code Enforcement and regions. Liaise with regions in respect of cases handled by DIU. Perform ad-hoc duties including management of human and financial resources and state assets.
ENQUIRIES: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/08: ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY
SALARY: R376 596 per annum
CENTRE: National Head Office:
Office of the DC Legal Services Ref No: HO 2020/01/07
Office of the DC Remand Support Services Ref No: HO 2020/01/08
Office of the CDC Community Corrections Ref No: HO 2020/01/09
Office of the CDC Human resources Ref No: HO 2020/01/10
ENQUIRIES: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/09: ASSISTANT DIRECTOR: DISCIPLINE AND INDIVIDUAL GRIEVANCE MONITORING REF NO: HO 2020/01/11
Directorate: Collective Bargaining
SALARY: R376 596 per annum
CENTRE: National Head Office
**REQUIREMENTS**: Recognized three year degree/national diploma in Labour Law/Labour Relations or equivalent relevant qualification. 3-5 years relevant experience in a supervisory position in the labour relations environment. Valid driver's license. Computer literacy. Competencies and Attributes: Knowledge of the labour relations legislative framework, including the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act, Skills Development Act and Public Service Regulations and Resolutions. Good management skills, i.e. planning, organizing, activating, implementation, evaluation and monitoring. Good communication, administrative, language, articulation and report writing skills. Good interpersonal, conflict facilitation and change management skills. Ability in representing the employer in disputes in the CCMA and/PSCBC/sectoral bargaining councils in the Public Service. Financial management. People and programme management. Project management skills. Time management. Pro-activeness. Negotiation and networking skills. Client orientation and customer focus. Research and analytical skills. Problem solving skills. Language proficiency. Sound knowledge of labour legislation and labour relations practices.

**DUTIES**: Co-manage the DCS and the SMS Disciplinary Codes and Procedures and assist with policy and procedure development. Co-manage employee grievances in the DCS. Act as custodian of the Disciplinary Code and Procedures in use in the DCS. Monitor compliance with the DCS Disciplinary Code and Procedure. Develop and update monthly, quarterly, bi-annual and annual management reports. Assist with the Department’s Employee Relations Management Information System (ER MIS), i.e. collect, analyze and interpret data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes. Assist with the development and implementation of remedial measures. Develop management information reports for DCS Top Management. Assist with negotiations and consultations in the Departmental Bargaining Chamber when required. Research recent case law and maintain a data base of applicable case law to the DCS. Assist with representing the Department in dispute resolution. Provide advice and guidance to all levels of management and employees in the DCS. Assist with training in employee discipline and grievance management, including conflict and dispute resolution management. Manage human resources, finance and assets.

**ENQUIRIES**: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

**POST 04/10**: ASSISTANT DIRECTOR: AGRICULTURE PLANNING REF NO: HO 2020/01/12
Directorate: Production Workshop and Agriculture

**SALARY**: R376 596 per annum

**CENTRE**: National Head Office


**DUTIES**: Provide agricultural technical/advisory services at strategic and operational level. Policy design and development. Compile and control the execution of the operational plan. Oversee agricultural planning. Optimize the use of agricultural resources for enhancement of self-sufficiency and offender development. Conduct monitoring and evaluation of farms. Develop agriculture feasibility studies and business cases for implementation of agricultural expansion opportunities. Management of human resources, finance and assets.

**ENQUIRIES**: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
POST 04/11 : ASSISTANT DIRECTOR: LEADERSHIP AND DEVELOPMENT REF NO: HO 2020/01/13
Directorate: Functional and Management Training

SALARY : R376 596 per annum
CENTRE : National Head Office

DUTIES : Facilitate the development of leadership training policy and monitor the implementation thereof. Facilitate the development learning material and curriculum. Monitor the process of leadership development within DCS. Facilitate and conduct leadership training. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/12 : ASSISTANT DIRECTOR: ADMINISTRATION CONTROLLER REF NO: HO 2020/01/14
Directorate: Persal Management

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized 3 year degree/national diploma in Human Resource Management or related field. At least 3-5 years supervisory experience working with PERSAL in HR environment. Must have a sound knowledge and understanding of the HR policies and procedures. Successfully passed the PERSAL course. Computer literate. Valid driver’s license. Shortlisted candidates will be subjected to post related competency test. Competencies and Attributes: Good communication, planning and organizing skills. Excellent liaison skills with other role players. Creativity and innovative thinking. Analytical, presentation, negotiation, conflict management and diversity management skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Ability to network. Tact and diplomacy.

DUTIES : Formulation and maintenance of policies to ensure effective and sound control of the establishment and emolument attachment orders. Exercise control over the creation, abolishment, freezing/unfreezing and movement of posts. Management of out of adjustment and additional posts. Placement of staff and on the Persal post establishment. Management of the emolument attachment orders. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/13 : ASSISTANT DIRECTOR: POLICY ADMINISTRATION REF NO: HO 2020/01/15
Directorate: Policy and External Training

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant degree/ national diploma Human Resource Management /Development or equivalent qualification. 3-5 years’ experience in the field of Human Resource Development or Education Training & Development; conducting research and policy development. Computer literate. Valid driver’s license. Competencies and Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy,

**DUTIES**

Review and coordinate the HRD policies to all relevant national policies and applicable legislations. Coordinate and facilitate DCS/SASSETA internship programmes and the placement of student interns. Coordinate the national internship statistics. Conduct monitoring and evaluation of internship programme at regions and branches. Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

**POST 04/14**

**ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: HO 2020/01/17**

Directorate: Internal Auditing

**SALARY**

R376 596 per annum

**CENTRE**

National Head Office

**REQUIREMENTS**

National diploma/ degree in Internal Audit or equivalent. Completion of the General Internal Auditing (including IAT learnership – (three years) learnership from the IIA plus 2 year performance audit experience will be an added advantage. Computer literate. Valid driver’s license. Competencies and Attributes: Technical knowledge of Standards for Professional Practice of Internal Auditors (SPPIA). Knowledge of evaluation technique. Reporting and presentation skills. Creativity and receptiveness. Analytical and innovative skills. Project management. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication and report writing skills. Interviewing, interpersonal, time management and problem solving skills.

**DUTIES**

Plan and conduct performance audit activities as per the operational plan. Conduct and monitor effective execution of performance audit activities/projects. Formulate audit findings. Conduct audit reporting and follow-up on audit projects. Administration of internal audit function. Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

**POST 04/15**

**SENIOR ADMINISTRATION OFFICER: DISCIPLINE MONITORING ADMINISTRATIVE SUPPORT REF NO: HO 2020/01/18**

Directorate: Collective Bargaining

**SALARY**

R316 791 per annum

**CENTRE**

National Head Office

**REQUIREMENTS**


**DUTIES**

Plan and conduct performance audit activities as per the operational plan. Conduct and monitor effective execution of performance audit activities/projects. Formulate audit findings. Conduct audit reporting and follow-up on audit projects. Administration of internal audit function. Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
POST 04/16: SENIOR ADMINISTRATION OFFICER: OFFENDER INFORMATION
       REF NO: HO 2020/01/19
       Directorate: Information Management

       SALARY : R316 791 per annum
       CENTRE : National Head Office
       REQUIREMENTS : Recognized national diploma in Information Management or equivalent. 2-3 years relevant experience in working with systems. Computer literate. Valid driver’s license. Competencies and Attributes: Communication and project management skills. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts. Stakeholder management. Willingness to travel.

       DUTIES : Perform data audits on Core systems (Admission, Detention Release (A&R) and Community Corrections); promote data integrity and compliance with the certification of data protocols. Participate and facilitate User Requirement Specification sessions in coordination and cooperation with business and systems development when new relevant systems (within this functionality) are developed. Ensure that the user requirements of business for their requested system(s) are incorporated and reflected in the end product. Facilitate and participate in the implementation of the enhancements to the A&R and Community Correction Systems as well as the implementation of new relevant operational systems within this function. Perform required administrative duties; taking minutes at meetings, maintain sound document management in line with DCS requirements. Conduct training of users on Community Correction System and relevant operational systems in relation to this functionality. Attend, investigate and resolve all calls/problems logged on Gestionnaire Libre de Parc Informatique (GLPI) system by Correctional Centres and Community Corrections’ officials. Management of human resources, finance and assets.

       ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/17: SENIOR ADMINISTRATION OFFICER: QUALITY ASSURANCE SYSTEMS DEVELOPMENT
       REF NO: HO 2020/01/21
       Directorate: Training Standards

       SALARY : R316 791 per annum
       CENTRE : National Head Office

       DUTIES : Consolidate the training needs. Ensure the arrangement of HLC and NLC. Compile the monthly statistical report. Assist with the monitoring of the implementation of WSP at the regions. Assist with the compilation of the QMR report. Management of human resources, finance and assets.

       ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/18: SENIOR STATE ACCOUNTANT REF NO: HO 2020/01/22
       Office of the CDC Finance

       SALARY : R316 791 per annum
       CENTRE : National Head Office
       REQUIREMENTS : Relevant bachelor’s degree or national diploma in Cost and Management Accounting or equivalent qualification. 2-3 years’ experience in a similar environment. Computer literate. Valid driver’s license. Competencies and Attributes: Problem solving and decision making. Facilitation, presentation, training and communication skills. Plan, organize, lead and control. Project management. Conflict management. Time management. Confidentiality. Coaching and

DUTIES:
Capturing of Finance Branch budget at Head Office. Coordination and compilation of the Branch Medium-Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Capturing of inputs from the Branch for MTEF. Monitoring of expenditure. Render a support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the Directors within the Branch. Render an office support service to the branch. Ensure effective utilisation and control over resources of the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.

ENQUIRIES:
Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/19:
SENIOR PROVISIONING ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: HO 2020/01/24
Directorate: Logistics

SALARY: R316 791 per annum
CENTRE: National Head Office
REQUIREMENTS:

DUTIES:
Management support on transport functions and training. Presentation of the Transport management course. Compiling of training manuals and practical exercises. Assist managers with the understanding of transport management. Assist and provide advice on Transport Issues to Management and other Role-players. Assist with the compilation of draft preliminary policy. Provide inputs with regard to recommendation and maintaining policy. Preparation of recommendations regarding the policy deviations. Assist with policy formulation and maintenance. Management of human resources, finance and assets.

ENQUIRIES:
Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/20:
SENIOR ADMINISTRATION OFFICER: NATIONAL ARCHIVES REF NO: HO 2020/01/25
Directorate: Information Management

SALARY: R316 791 per annum
CENTRE: National Head Office
REQUIREMENTS:

DUTIES:
Implement and monitor information resources of the organization in terms of the broad policy guidelines contained in the National Archives Act of South Africa. Maintain complete information regarding the custody, storage, treatment, filing and disposal of all public records in our care. Overall management of Archives sections. Ensure the protection of Archives building. Perform admission of documentation and research on instructions pertaining to archives. Management of human resources, finance and assets.
ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/21 : SENIOR ADMINISTRATION OFFICER: MAIN USER TECHNICAL SYSTEMS: BUILDING MANAGEMENT REF NO: HO 2020/01/26
Directorate: Facilities Management

SALARY : R316 791 per annum
CENTRE : National Head Office

DUTIES : Maintain the departmental building and update maintenance systems. Training of new and existing users of building and maintenance system. Reconciliation of maintenance and equipment reports. Inventory controller of building materials. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/22 : SENIOR ADMINISTRATION OFFICER: GRAPHIC DESIGN REF NO: HO 2020/01/27
Directorate: Internal Communication and Media Production

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : A recognized degree or national diploma in Communication or equivalent qualification. 2-3 years’ experience in graphic design or equivalent qualification. Computer literate. Valid driver’s license. Competencies and Attributes: Good communication skills. Planning and organizing skills. Creativity. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network and diplomacy.

DUTIES : Produce high quality and effective designs (in its ability to convey the communication message) for media products, such as posters, brochures, newsletters, reports, presentations, etc. Render print media production services inclusive of design, layout, printing, assembling and installation of media products. Render electronic media production services such as innovative and effective power point presentations/multimedia products. Assess clients’ communication needs and match with departmental branding requirements and strategic direction of the department. Procure print services from external service providers at times. Assist with managing and maintaining equipment in the graphic design unit. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/23 : SENIOR ADMINISTRATION OFFICER: AUDIO AND VIDEO PRODUCTION REF NO: HO 2020/01/28
Directorate: Internal Communication and Media Production

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant degree or national diploma in Communications, Public Relations, Marketing, Journalism or related field. At least 2-3 years relevant experience in the
post. Computer literate. Valid driver’s license. Competencies and Attributes: Technical skills as a video camera person and video editor. Expertise/working knowledge of a variety of broadcast equipment. Strong ability to conceptualise audio-visual productions. Strong ability to execute all audio-visual production processes. High level of computer competency in audio-visual editing software (various). Communication skills, problem solving skills, listening skills, planning skills. Working knowledge of public service policies and legislative framework. Good interpersonal relations, ability to network, integrity and honesty, service delivery and client orientation, ability to make and implement decisions.

DUTIES:
Do professional audio-visual recordings of departmental programmes and events, electronically edit and produce programmes from footage gathered. Provide technical support and expertise for the development of corporate video materials. Regularly maintain the audio-visual equipment and stock and keep electronic and easily traceable records thereof. Provide support through the development and regular updating of a video library that ensures accessibility and easy retrieving. Provide support during the development, implementation and management of a distribution system of audio-visual products to target audiences and actual distribution tasks. Management of human resources, finance and assets.

ENQUIRIES:
Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/24:
VETTING ADMINISTRATORS REF NO: HO 2020/01/29 (X6 POSTS)
Directorate: Security Standards

SALARY:
R257 508 per annum

CENTRE:
National Head Office

REQUIREMENTS:
NQF 4 (Grade 12) or NQF 5 (Diploma) in Administration/ Secretarial functions. 3-5 years’ experience in rendering support/administrative services. Computer literate. Valid driver’s license. Competencies and Attributes: Knowledge of relevant legislations, policies and procedures. Problem solving and analysis. Self-management and motivation. Customer focus and responsiveness. Initiative, reliable and responsible. Interpersonal relations. Planning and organizing. Communication skills.

DUTIES:
Administration of the filing system for all documents within the department. Render administrative support services. Provide support to the Head of unit and the other staff regarding vetting operational meetings. Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes. Management of human resources.

ENQUIRIES:
Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/25:
LEGAL ADMINISTRATION OFFICER [MR 1- 5] REF NO: HO 2020/01/05
Directorate: Directorate: Litigation

SALARY:
R198 411 - R912 504 per annum

CENTRE:
National Head Office

REQUIREMENTS:

DUTIES:
ENQUIRIES: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/26: **ADMINISTRATION CLERK: POST ADVERTISEMENT REF NO: HO 2020/01/30**
Directorate: HR Administration and Utilization

**SALARY** : R173 703 per annum

**CENTRE** : National Head Office


ENQUIRIES: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/27: **ADMINISTRATION CLERK: PERFORMANCE ASSESSMENT REF NO: HO 2020/01/31**
Directorate: HR Support

**SALARY** : R173 703 per annum

**CENTRE** : National Head Office

**REQUIREMENTS** : Grade 12 or equivalent. Experience in a similar environment would be an added advantage. Computer literate. Competencies and Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. DCS uniform filing system. Memoranda, fax and letter format. Typing skills. Financial and logistical administration.


ENQUIRIES: Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/28: **CLERK: STORES REF NO: HO 2020/01/34**
Directorate: Zonderwater Training College

**SALARY** : R173 703 per annum

**CENTRE** : Zonderwater Training College


**DUTIES** : Implement and manage supply chain management, transport, LOGIS and procurement policies. Assist with all LOGIS related problems, asset verifications and asset and inventory balancing. Responsible for LOGIS report management, transport management and transit management. Assist with the administration of bids and warehouse management. Management of finance and assets.
ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/29 : SECRETARY

SALARY : R173 703 per annum
CENTRE : National Head Office:
Directorates: Pre-Release Resettlement Ref No: HO 2020/01/35
Information Management Ref No: HO 2020/01/36
Psychological Services Ref No: HO 2020/01/37
Collective Bargaining Ref No: HO 2020/01/38
Specialised Audit Ref No: HO 2020/01/39
Legal Contract Management Ref No: HO 2020/01/40
Office of the DC HR Management Ref No: HO 2020/01/41

REQUIREMENTS : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate. Competencies and Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

DUTIES : Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filling systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

POST 04/30 : DRIVER REF NO: HO 2020/01/42
Directorate: Office of the Chief Operations Commissioner

SALARY : R122 595 per annum
CENTRE : National Head Office


ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
ANNEXURE D

DEPARTMENT OF DEFENCE

CLOSING DATE: 21 February 2020 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 04/31: LANA (LOCAL AREA NETWORK ADMINISTRATOR) REF NO: LANA/01/20

SALARY: R316 791 per annum (Level 08)

CENTRE: Office of the Military Ombud in Eco Park

REQUIREMENTS: Qualifications: Relevant IT National Diploma (NQF Lev 6) or equivalent. Additional Certificate e.g. A+, N+, MCTS, (MCITP) will be an added advantage. Experience: A minimum of 3 years’ credible technical and practical experiences in the ICT environment. Providing support on multiple OS e.g. Windows, Macintosh, Android, Etc. Competencies: Innovative, support of mainframe system. Ability to install and administer computer hardware and software. Strong customer service orientation; Analytical and Interpretation; Report Writing; Presentation and facilitation skills; Problem Solving; Interpersonal Relationships; Conflict Resolution; Analytical; Hard Working; Team Player. Knowledge of Microsoft Active Directory and Exchange Servers, sound understanding of Networks Administration (WAN and LAN), Call Centre management, Hardware and software troubleshooting and experience in Information Security Systems. Must have a valid Driver’s License.

DUTIES: Reporting to the I.T Specialist, the successful candidate will be required to perform the following core functions: Diagnose Local Area Network (LAN) based connectivity issues. Maintaining Mainframe systems and updating the codes tables. Configure, Install and update software in Desktop, notebooks, printers, multifunctional machines, mobile devices (phones, tablets), scanners, printers,
LCD/monitors, portable data storage devices, and other general gadgets/peripherals. Reload of desktop, installation of software, updates & patches. Configure IT devices for secure operation, including installation of security software, software updates, and other configurations as required. Connect and configure IT devices to access LAN, e.g. photocopiers, printers and others. Provide virtual assistance via Windows Remote Assistance and other Remote Desktop support Configure and connect devices to internal network. General hardware assembly, testing, troubleshooting. Compiling configuration steps for future reference. Translate the Information Communication Technology Regulatory Framework to users.

**ENQUIRIES**: Human Resources Tel No: (012) 676-3842/40

**APPLICATIONS**: Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.

**POST 04/32**

**LAUNDRY AID REF NO: MIL AC/69/19**

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Military Academy Saldanha

**REQUIREMENTS**

Grade 10 ABET. Special requirements (skills needed): 1 year cleaning and operating of laundry machines.

**DUTIES**


**ENQUIRIES**

Capt R.C. Selomo/WO2 S.T. Constant Tel No: (022) 702 3007

**APPLICATIONS**

Department of Defence, Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395
DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE: 17 February 2020 at 16:00
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 6 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 04/33: DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)

SALARY: R869 007 per annum (all inclusive)
CENTRE:
Labour Centre: Kuruman Ref No: HR 4/4/8/10 (X1 Post)
Labour Centre: Upington Ref No: HR 4/4/8/12 (X1 Post)

REQUIREMENTS:

DUTIES:
Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES: Mr ZL Albanie Tel No: (053) 838 1500
| APPLICATIONS | Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Cnr Compound and Pniel Road. |
| FOR ATTENTION | Sub-directorate: Human Resource Management, Kimberley |
| POST 04/34 | ASSISTANT DIRECTOR: COIDA REF NO: HR 4/4/6/113 |
| SALARY | R470 040 per annum |
| CENTRE | Labour Centre: Tzaneen |
| DUTIES | Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate. |
| ENQUIRIES | Mr GC Morebodi Tel No: (015) 290 1768 |
| APPLICATIONS | Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hands deliver at 42a Schoeman Street, Polokwane. |
| FOR ATTENTION | Sub-directorate: Human Resources Management, Polokwane |
| POST 04/35 | ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/4/11/17 |
| SALARY | R470 040 per annum |
| CENTRE | Labour Centre: Johannesburg |
| DUTIES | Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections. |
| ENQUIRIES | Ms FS Tshabalala Tel No: (011) 853 0300 |
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng.

POST 04/36 : ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR 4/4/9/9/18

SALARY : R470 040 per annum
CENTRE : Provincial Office: Mmabatho

DUTIES : Provide administrative support to the PES at the Provincial Office. Compile and Monitor the budget for PES at the Provincial Office. Compile and submit reports for the PES at the Provincial Office. Provide human resources management functions to PES at the Provincial Office.

ENQUIRIES : Mr MO Maluleke Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery at University Drive Provident House, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho

POST 04/37 : ASSISTANT DIRECTOR: LABOUR MARKET AND MONITORING REF NO: HR 4/20/2/01 HO

SALARY : R470 040 per annum
CENTRE : Head Office, Pretoria

DUTIES : Collect labour market information data at National and International level. Process and analyse labour market information data. Compile and disseminate reports for Labour Market. Coordinate information on development of labour market information system and implement labour market information policy. Manage all the resources of the sub – directorate.

ENQUIRIES : Ms M Semono Tel No: (012) 309 4258
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 04/38 : ASSISTANT DIRECTOR: FINANCE REF NO: HR 4/4/4/12/04

SALARY : R376 596 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) year tertiary qualification in Public Finance Management/Cost and Management Accounting/ Accounting Management and Financial System/ BCom Accounting/ Financial management. Two (2) years supervisory experience. Two (2) years functional experience in the Finance Services. Knowledge: Treasury Regulations, COIDA, Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Finance Management Act (PFMA). Legislative requirements: Public Service

**DUTIES** : Manage the process of financial accounting to ensure compliance with all financial prescripts, e.g. PFMA, Treasury regulations. Manage procurement support services in the Province. Monitor the Provincial budget to ensure efficient and effective utilization of resources. Develop and monitor the implementation of assets management system. Manage and revise steps to recover debt money, Manage resources (Human, Financial, Equipment/Assets).

**ENQUIRIES** : Ms K Ntshingane Tel No: (011) 853 0307

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

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


(Re-advertisement, those who applied before are encouraged to apply again)

**SALARY** : R376 596 per annum

**CENTRE** : Provincial Office: Gauteng

**REQUIREMENTS** : BPROC/LLB. Admission as an Attorney or Advocate. Two (2) year functional experience in compliance or legal services environment. Valid driver’s license. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

**DUTIES** : Appear in court for enforcement of COID and OHS. Manage the implementation of COIDA and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the Province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

**ENQUIRIES** : Adv M Msiza Tel No: (012) 309 4027

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

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

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

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

**OTHER POST**

**POST 04/40** : INTERNSHIP CHANGE MANAGEMENT REF NO: HR 5/1/2/3/03 (X2 POSTS)

(Re-advertisement)

**STIPEND** : R6 747.75 per month

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A three year qualification in Industrial Psychology/ Management Services/ HRM. No experience required. Applicants must be unemployed within the age of 18-35 and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

**ENQUIRIES** : Mr K Finger Tel No: 0664 816 228

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

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION: Human Resource Management

CLOSING DATE: 17 February 2020

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver’s license is requirement, a certified copy must be attached in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 04/41: DIRECTOR: LAW REFORM REF NO: LACE17/2019

SALARY: Remuneration package of R1 057 326 per annum. (All-inclusive salary package) The all-inclusive remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE: Pretoria

REQUIREMENTS: An LLB degree plus a minimum of eight (8) years post qualification experience in the legal field. Minimum of five (5) years’ experience at middle managerial level. Good knowledge of Environmental Law, Administrative Law and legal review processes is required. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. The ability to budget for, plan and coordinate activities at a Senior Management level and to coordinate appeals across government departments. Good research, analytical, drafting skills, presentation and listening skills. Good language skills (English). Must be able to communicate at all levels. Must have a client focused attitude. Must have an eye for detail and an ability to supervise and guide the Directorate. Must be diplomatic and have an ability to influence, inspire and motivate people. Output driven with an ability to adhere to deadlines. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures.

DUTIES: Manages a Directorate that is responsible for the following: Drafting and vetting of primary and subordinate legislation; provide general legal advice and opinions on laws administered by the Department; draft media statements or respond to media or parliamentary queries; conduct research, collate and analyse information; advise and draft decisions for the Minister’s consideration. Taking Bills through and assisting in the Cabinet and Parliamentary processes. Responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation and departmental service standards are adhered to.

ENQUIRIES: Linda Garlipp Tel No: 012 399 9348
NOTE: Shortlisted Candidates will be either required to write a technical test or to do a presentation.

OTHER POSTS

POST 04/42: IT LAN/DESKTOP SUPPORT MANAGER REF NO: COO30/2019

SALARY: R733 257 per annum (All-inclusive MMS package)
CENTRE: Cape Town

REQUIREMENTS: A recognised three-year Degree/National Diploma in Information Technology/Video link or equivalent relevant qualification. Minimum of 3 years’ experience in a relevant field. Knowledge of Financial Management, Hierarchy and management structure of the department, and Project Management. Advanced Desktop Support, Tablet device support, Coordination, Video link, Information Technology, Organisational and planning, Communication skills (written and spoken), Good interpersonal relations, Conflict management and resolution, Programme and Project Management, and Report writing skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work independently and in a team, lead multidisciplinary team, under extreme pressure, organise and plan under pressure and collect and interpret information and reports.

DUTIES: Appoint service and sign Service Level Agreement. Initiate project and compile project charter and scope statement. Implement IT Service Desk. Concurrently run the SITA system with the new internal system. Report on the effectiveness of the new system. Identify any additional customisation requirements for future optimisations. Provide volumes of jobs that meet SLA’s/Stats from Service Desk as proof. Measure customer feedback and satisfaction levels. Survey results provided as proof from Service Delivery Manager. Improve team performance/stats provided per support staff member as proof. Migrate SANBI and implement follow-me printing. Ensure VC environments are fully maintained and functional. Ensure all VC equipment is updated to latest firmware following IT Change Control Procedures. Assist with extracting of audio recordings from the recording device for secretariat. Ensure all ISDN lines for VC solution are tested and are in a working order. Ensure IP connectivity is tested and functioning on systems supporting the solution. Test VC facilities an hour before each request to ensure effective functioning of equipment. Management and monitoring of regional ICT Support. Ensure that ICT support is rendered in the regional offices within SLA. Use remote management technology to regional offices to ensure a more efficient IT Support Service. Conduct site visits randomly to DEA regional offices to do quality check on quarterly basis. Implementation and alignment of security aspects on desktop and mobile devices in accordance with MISS policy. Coordinate and/or perform hands-on fixes at the desktop level, including installing and upgrading software, installing hardware, implementing file backups and configuring systems and applications. Manage reports.

ENQUIRIES: Mr J Lawrence Tel No: 012 399 8735

POST 04/43: CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: LACE20/2019

SALARY: R495 219 per annum (OSD)
CENTRE: Pretoria

REQUIREMENTS: 4 years Degree in Natural or Environmental Sciences or equivalent qualification plus 6 years’ post qualification experience in related field. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Ability to develop online training curriculum and manage the eLearning training platform. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and cooperative governance. Excellent written, verbal and visual communication skills, particularly the ability translate written training curriculum into multimedia eLearning modules and assessments. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Strategic, problem-solving and organisational skills. Administrative and
logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer focus and responsiveness. Be willing to travel and in possession of a valid driver's license. Ability to work independently, and as part of a team. Computer literate and meticulous.

**DUTIES**
To plan, implement, facilitate and participate in the national environmental compliance and enforcement (both basic and specialised) capacity-building programmes for key role-players, including national, provincial and municipal EMIs, prosecutors and other compliance and enforcement role-players. Provide capacity development support to operational projects of national, provincial and municipal EMIs and other compliance and enforcement role-players. Liaise and collaborate with international / domestic environmental authorities as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Manage the EMI basic and advanced training curriculum, including the overall development, collation, categorisation, review and updating of all written and multimedia training material. Develop and manage the EMI Compliance and Enforcement eLearning training curriculum and assessments. Initiate and monitor the procurement of external goods and services (including venues, presenters, equipment etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives.

**ENQUIRIES**
Mr J du Toit Tel No: 012 399 8858

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

**POST 04/44**
SENIOR LEGAL ADMINISTRATION OFFICER (MR6): APPEALS AND LEGAL REVIEW REF NO: LACE18/2019

**SALARY**
R473 820 – R1 140 828 per annum (OSD)

**CENTRE**
Pretoria

**REQUIREMENTS**
An LLB degree coupled with at least eight (8) years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Mining Law, Constitutional Law, Promotion of Access to Information Act and Administrative Law. Knowledge and experience in judicial review application. An ability to interpret legislation, Skills required: good analytical and research, good verbal and written communication in English, good negotiating, good drafting, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential. Must be able to travel and must have a drivers license, and be able to work after hours or over weekends when necessary.

**DUTIES**
Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal panels when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and appeal decisions.

**ENQUIRIES**
Adv. Mokete Rakgogo Tel No: 012 399 9626

**NOTE**
Shortlisted candidates will be required to do a written test.

**POST 04/45**
SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LAW REFORM REF NO: LACE19/2019

**SALARY**
R473 820 – R1 140 828 per annum (OSD)

**CENTRE**
Pretoria

**REQUIREMENTS**
An LLB degree coupled with at least eight (8) years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Constitutional Law, and Administrative Law. Experience in drafting legislation both primary and subordinate legislation. An ability to analyse and comment on draft legislation, and
understand the implications of draft legislation. Ability to provide legal opinions and advice, interpret legislation. Skills required: good analytical and legal research, good verbal and written communication in English, good drafting, computer literacy, an ability to work in a team, a pro-active, problem solving and positive attitude and an ability to adhere to timeframes are essential. Must be able to travel and have a drivers license.

DUTIES : Supervision of and quality control of work done by lower level officials. Draft legislation and comment on policies. Provide legal support relating to the interpretation and drafting of legislation. Provide legal support, legal advice and opinions on the interpretation and implementation of environmental legislation and relevant law of general applications such as the Constitution and the Promotion of Administrative Justice Act, 2000. Taking Bills through Parliament and assist in Cabinet and Parliamentary Processes. Draft or provide input on ministerial submissions and Ministerial briefings, draft response to media and parliamentary queries. Provide legal support in meetings.

ENQUIRIES : Ms A van Reenen Tel No: 012 399 9683
NOTE : Shortlisted Candidate will be required to do a written test

POST 04/46 : SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LITIGATION AND LEGAL SUPPORT REF NO: LACE21/2019

SALARY : R473 820 – R1 140 828 per annum (OSD)
CENTRE : Pretoria

REQUIREMENTS : An LLB degree coupled with at least 8 years post qualification experience. Knowledge: Administrative and Constitutional Law, and the application of law and the interpretation thereof. Knowledge of PAJA, the rules of the various courts, including but not limited to the rules of the various high courts and Magistrate’s Courts. Knowledge of environmental laws will be an added advantage. Skills required: Sound Organising and Planning; computer literacy; creativity; basic project management; good communication; presentation and reporting; leadership and facilitation. Diplomacy is also a key criteria as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore he or she should have a driving license, which must be attached to the application.

DUTIES : Manage Litigation Matters. Determine liability on Losses and Damages to State Property, Legal Education and Awareness and compliance with PAJA. Provide high quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (DEFF) to protect and conserve the environment. Creates an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the Department with the legislative framework relating to its core business and adherence to the Rules of Court. Attend to matters related to the determination of liability of officials who have caused losses/damages to State property and/or vehicles. Where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the DEFF to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to State Property.

ENQUIRIES : Mr M Pearce Tel No: 012 399 9344
NOTE : The interview will include an oral interview coupled by an open book written test.
REQUIREMENTS: An appropriate three-year qualification in Human Resource Management or an equivalent relevant qualification plus a minimum of three (3) years’ relevant experience. Knowledge and understanding of the Human Resource Management legislation and regulatory framework, Public Service prescripts, HR practice and procedures as well as Administrative procedures. Skills: Good communication (verbal and written), organising, planning, research, analytical, coordination and stakeholder liaison, coordination, policy development and implementation, project management and people management. Ability to interpret and implement policies. Willingness to travel and work extended hours. Candidates must be in possession of PERSAL Introduction Certificate.

DUTIES: Coordinate, supervise and facilitate effective recruitment, shortlisting and interviewing of competent human resources and ensure compliance with all the relevant legislation and policy framework. Monitor effective Personnel Suitability Checks and ensure placement of employees on PERSAL. Support the Department’s retention strategy. Provide advice on all HR related matters. Supervision of personnel.

ENQUIRIES: Ms P Diphaha Tel No: 012 399 9602

POST 04/48: SENIOR HR PRACTITIONER: RECRUITMENT & SELECTION REF NO: COO32/2019

SALARY: R316 791 per annum (excluding benefits)
CENTRE: Pretoria
REQUIREMENTS: An appropriate three-year qualification in Human Resource Management or an equivalent relevant qualification plus a minimum of two (2) years’ relevant experience. Knowledge and understanding of the Human Resource Management legislation and regulatory framework, Public Service prescripts, HR practice and procedures as well as Administrative procedures. Skills: Supervisory, Good communication (verbal and written), organising, planning, research, analytical, coordination and stakeholder liaison. Candidates must be in possession of PERSAL Introduction Certificate.

DUTIES: Provide support, coordinate and facilitate the effective recruitment, shortlisting and interviewing of competent human resources and ensure compliance with all the relevant legislation and policy framework. Ensure proper management of applications. Support effective Personnel Suitability Checks and placement of employees on PERSAL. Provide advice on all HR related matters.

ENQUIRIES: Ms P Diphaha Tel No: 012 399 9602

POST 04/49: SENIOR PROVISIONING ADMINISTRATION OFFICER: ACQUISITION AND CONTRACTS MANAGEMENT REF NO: CFO14/2019

SALARY: R316 791 per annum (excluding benefits)
CENTRE: Pretoria
REQUIREMENTS: A recognised National Diploma in Supply Chain Management or an appropriate qualification in a related field, plus a minimum of two years’ experience in a Supply Chain Management or related field focusing on Acquisition and Contract Management. Good understanding of Supply Chain Management procedures and prescripts. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE. Good communication and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

DUTIES: The successful applicant will be responsible for the following aspects regarding Acquisition management: Effective and efficient advertisement of bids and all professional services quotations. Prepare bidding documents for collection. Administer closing of bid box. Accurate recording of bids received. Render secretariat services to the Bid Specifications Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Oversee the evaluation of bids. Administration of Service Level Agreements (SLA) for all Transversal contracts. Ensure vetting of new service providers with the SSA (State Security Agency). Ensure timeous advertisement/publication of bids in the Government Tender Bulletin and E-portal. Verification of bids on CSD (central supplies database).
ENQUIRIES : Mr S Mofokeng Tel No: (012) 399 9057
DEPARTMENT OF HIGHER EDUCATION AND TRAINING
TSHWANE SOUTH AND THEKWINI TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE

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

ERRATUM: TSHWANE NORTH TVET COLLEGE: Kindly note that the post of School Administrator with Ref No: TNC/CO/19-12/1, Bursary Administration Clerk with Ref No: TNC/CO/19-12/2, Supply Chain Clerk (Logistics) with Ref No: TNC/CO/19-12/3, Senior Supply Chain Clerk (Acquisition) with Ref No: TNC/CO/19-12/4, Secretary To The Campus Manager with Ref No: TNC/CO/19-12/5, Senior Supply Chain Clerk (Acquisition) (Fixed Term of 12 Months Contract) with Ref No: TNC/CO/19-12/6, Curriculum Administrator (Fixed Term of 12 Months Contract) with Ref No: TNC/CO/19-12/7, and Switchboard Operator (Receptionist) (X2 Posts) with Ref No: TNC/CO/19-12/8 advertised in Public Service Vacancy Circular 01 dated 10 January 2020 has been withdrawn.

OTHER POSTS

POST 04/50 : ASSISTANT DIRECTOR: FINANCE REF NO: CO 01/01/2020
Permanent (Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following permanent posts (Re-Advertisement)

SALARY : R376 596 per annum (Level 09)
CENTRE : Central Office
REQUIREMENTS : Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Commerce Accounting or Financial Management. Seven years' functional work experience in an overall financial management and reporting role, of which three years should be at managerial (supervisory) level. Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills. Good knowledge of one or more accounting software packages. Leadership and management skills; good communication and interpersonal skills. Good administration skills. Valid and unendorsed Code EB Drivers’ Licence. Experience in the public sector will be an advantage.

DUTIES : Assisting in design, management and maintenance of a credible financial system ensuring that the College has a financial system which produces reports which are accurate, and can be relied upon to produce a confident audit trail. Oversee all financial reports, registers and systems to ensure timeous and efficient extraction of standard and customised financial reports. Ensure compliance with legislation related to public TVET College, thereby ensuring internal audits are clear of negative findings and an unqualified external opinion. Assist in the management of the college cash flow via monthly, quarterly and annual reports; ensuring that the College is liquid at all times. Manage the collection and recording of revenue, debt management and expenditure management for the College. Assist in producing the College annual financial statements by ensuring acceptance of the trial balance and the annual financial statement of the College financial position by the external auditors. Ensure timeous processing and payments of supplier invoices. Manage the College’s Finance unit.

ENQUIRIES : Mr Thabane Xaba Tel No: 031 250 8228
APPLICATIONS : Deliver or post to Thekwini FET College, Human Resources Management & Development Department Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06 Dormerton, Durban 4015.

NOTE : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter clearly indicating experience in the subject applying for, a comprehensive Curriculum Vitae and Certified Copies of
Qualifications and Academic Record indicating subject applying for, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within six months of the application closing date. A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for.

Important: The employment decision shall be informed by the Employment Equity Plan of the College. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered.

CLOSING DATE: 17 February 2020, 16:00 PM

POST 04/51: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: CO 02/01/2020

Permanent (Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following permanent posts (Re-Advertisement)

SALARY: R376 596 per annum (Level 09)

CENTRE: Central Office

REQUIREMENTS:
Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Labour Relations / Labour Law / Human Resource Management. Seven years’ functional work experience in Labour Relations/Human Resource Management or related field coordinating discipline and grievance process, of which three years should be at managerial (supervisory) level. Traceable experience and sound knowledge of labour relations statutes including but not limited to:- BCEA, LRA, EEA, Employment of Educators Act, SDA, PSA, PSR, POPi Act, ELRC and PSCBC resolutions. Good computer skills (including Excel, Word, PowerPoint and Outlook). Excellent interpersonal skills, communication skills (verbal and written) and negotiation skills. Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality at all times. Valid and unendorsed Code EB Drivers’ Licence. Experience in the public sector. Experience in the TVET sector will be an advantage.

DUTIES: Perform all duties related to the Labour Relations office maintaining a sound labour relations environment in the College. Develop and implement Labour Relations policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations. Prepare for and facilitate disciplinary hearings. Handle all Labour Relations matters, internal and external legal matters (Court, CCMA / Bargaining Councils). Ensure formal engagement between labour and the employer for purposes of consultation and negotiations. Coordinate and facilitate Labour Relations trainings and workshops. Prepare and submit reports timeously. Perform HR duties and any other HR related tasks as directed by the Supervisor.

ENQUIRIES: Mr Thabane Xaba Tel No: 031 250 8228

APPLICATIONS: Deliver or post to Thekwini FET College, Human Resources Management & Development Department Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06 Dormerton, Durban 4015.

NOTE: Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that "please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter clearly indicating experience in the subject applying for, a comprehensive Curriculum Vitae and Certified Copies of Qualifications and Academic Record indicating subject applying for, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within six months of the application closing date. A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.
qualifications. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. Important: The employment decision shall be informed by the Employment Equity Plan of the College. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered.

**CLOSING DATE**: 17 February 2020, 16:00 PM

**POST 04/52**

SENIOR ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 05/02/2020 (X2 POSTS)

Re-Advertisements: Applicants that previously applied are encouraged to re-apply

| SALARY | R173 703 per annum (Level 05) |
| CENTRE | Head Office |
| REQUIREMENTS | Grade 12 or NQF (Level 4) certificate. Experience in Procurement environment will be an added advantage. Knowledge of the SAGE Evolution Procurement System will be an added advantage. Ability to work under pressure and even overtime where necessary. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability. |

**DUTIES**

Be responsible for advertising a notice inviting companies to register on the College supplier database. Update companies' details if already registered on the supplier database. Capture new items on Sage Evolution system to create (RFQ) request for quotation. Receive email and faxed quotations. Capture prices on the system and send the quotations for evaluation. Capture suppliers' new applications on Sage Evolution system and file the forms. Fill in payment requisition and send for verification before taking it to finance department. Take minutes during meetings, briefing sessions, evaluation and adjudication meetings. Perform procurement related responsibilities and duties that may be assigned from time to time.

**ENQUIRIES**

Mr. Makua TR Tel No: (012) 401 5120 / Ms. S Devenish Tel No: 012 401 5118

**APPLICATIONS**

The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001. Faxed and e-mailed applications will not be accepted. 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). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**CLOSING DATE**: 14 February 2020

**POST 04/53**

SECRETARY TO THE CAMPUS MANAGER REF NO: 05/03/2020

Re-Advertisements: Applicants that previously applied are encouraged to re-apply

| SALARY | R173 703 per annum (Level 05) |
| CENTRE | Tshwane South TVET College: ODI Campus |
| REQUIREMENTS | Grade 12 or NQF (Level 4) certificate. Practical experience as an Office Administration, Secretary or Personal Assistant will be an added advantage. 0-1 year working experience in office administration. Good communication skills (written and verbal), ability to read, write and pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy, high level |
of reliability and sound organizational skills. Willingness to work extra hours when required.

**DUTIES**
- Provides administrative and secretarial support to the Campus Manager. Minute taking during meetings. Coordinate and arrange meetings. Prepare supporting documentation for meetings, presentations, reports and projects. General administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Campus Manager. Arrange all logistics for workshops. Track and process documents. Diary management, office filing and administration of correspondence. Management of the Office and perform other related duties assigned.

**ENQUIRIES**
- Mr. Makua TR Tel No: (012) 401 5120 / Ms. S Devenish Tel No: 012 401 5118

**APPLICATIONS**
- The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

**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). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**CLOSING DATE**
- 14 February 2020

**POST 04/54**
- SENIOR PERSONNEL OFFICER SALARY REF NO: 05/04/202

Re-Advertisements: Applicants that previously applied are encouraged to re-apply

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

**CENTRE**
- Tshwane South TVET College: Head Office

**REQUIREMENTS**
- Grade 12 or NQF (Level 4) certificate. Experience in the relevant field will be an added advantage. Exposure to interpretation of the implementation of the HR policies in an HR working environment will be an advantage and minutes taking skills.

**DUTIES**

**ENQUIRIES**
- Mr. Makua TR Tel No: (012) 401 5120 / Ms. S Devenish Tel No: 012 401 5118

**APPLICATIONS**
- The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

**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). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**CLOSING DATE**
- 14 February 2020
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 17 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 license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 04/55 : DEPUTY DIRECTOR: RISK AND SECURITY SERVICES MANAGEMENT REF NO: 03/20/LMP

SALARY : R733 257 – R863 748 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Limpopo

REQUIREMENTS : Bachelor’s degree or a 3-years National Diploma in Public Administration or equivalent qualification at NQF6; Minimum of three years’ management experience in Security Management; A valid driver’s license The following will be added advantages: Security Administration or Security Management Course; Risk Management; Intensive Fire Prevention (Fire Regulations); Communication Security (Cryptography); Knowledge of Budget planning and control, PFMA and Occupational Health and Safety (OHS) Act.

DUTIES : Key Performance Areas: Provide physical security at identified courts at the region; Advice management on security policy and implications of management decisions; Identify all risks, threats and provide security risk management services; Evaluate and improve the effectiveness of security measures, procedures and conduct security training sessions to all officials; Liaise with State Security Agent (SSA)/South African Police Services (SAPS) and report all incidents or suspected incidents of security breaches and/or leakages for investigations to SSA/SAPS; Ensure proper administration of vetting applications; Draft Annual Action and Business Plans for security component; Provide cash in transit services at all identified courts; Regularly conduct security audits; The applicant must be prepared to work long and irregular hours

ENQUIRIES : Mr TP.Maakamedi Tel No: (015) 287 2020
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
POST 04/56: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) REF NO: 02/20/LMP

SALARY: R733 257 – R863 748 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office, Limpopo

REQUIREMENTS:
- Degree/Diploma in Public Management / Administration /Logistics Management / Public Finance and Accounting or Purchasing Management or equivalent at NQF6;
- A minimum of 6-years’ experience in the supply chain management environment, with at least 3 years’ experience at management level;
- Knowledge of PFMA, PPPFMA and other financial Prescripts; Knowledge of Supply Chain Management Framework and Asset Management; A valid drivers’ license.
- Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS office); Interpersonal & motivating skills; Negotiation skills; Research and data analysis skills; Management and Leadership skills; Project Management skills; Ability to adhere to confidentiality; Problem solving skills; Planning and Organizing skills and Loyal, honest, ability to work under pressure, etc.

DUTIES:
- Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services; Manage the adjudication of the Bid process in the Region; Manage registry, archives, telecommunication and library services; Manage and coordinate Asset and its disposal and fleet management for the Region; Manage logistics regarding stores, warehousing and transport and vendor performance; Compile submission of needs assessment for certification by the delegated authorities; Manage human, financial and physical resources of the Sub-Directorate: Supply Chain Management; Provide effective people management.

ENQUIRIES: Ms PM Manyaja. (015) 287 2034 or Ms MR Phalane (015) 287 2036

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

OTHER POSTS

POST 04/57: COURT MANAGER (X4 POSTS)

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

CENTRE: Magistrate Office: Mahwelereng (Mokerong): Ref No: 04/20/LMP
- Magistrate Office: Kakamas: Ref No: 001/20/NC
- Magistrate Office: Douglas: Ref No: 002/20/NC
- Magistrate Office: Springbok: Ref No: 003/20/NC

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

DUTIES:
- Key Performance Areas: Coordinate and manage the financial , human resources of the office; as well as risk and security in court ; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders.; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
ENQUIRIES: Limpopo: Ms PM Manyaja Tel No: (015) 287 2034 or Ms MR Phalane Tel No: (015) 287 2036
Kimberley: Ms D Kistoo Tel No: (053) 8021300

APPLICATIONS:
Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

POST 04/58:
ADMINISTRATIVE OFFICER 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 year 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: Ms C.S. Sikhonde 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 04/59:
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 04/60
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 year 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: 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
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 04/61
FAMILY LAW ASSISTANT REF NO: 19/105/FS

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

CENTRE
Office of the Family Advocate: Welkom

REQUIREMENTS
Three (3) year Bachelor’s degree /National Diploma in legal field or equivalent legal qualification; Three (3) years administration experience; Knowledge in the functions of the Office of the Family Advocate; Drivers license. Skills and competencies: Excellent communication skills (verbal and written); Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Conduct legal research; Good interpersonal relations.
**DUTIES**

Key Performance Areas: Conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assisting Family Advocates in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.

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**ENQUIRIES**

Ms NM Dywili @ (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

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**POST 04/62**

ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: 20/11/KZN

**SALARY**

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

**CENTRE**

Regional Office, Durban

**REQUIREMENTS**

Bachelor’s Degree or equivalent qualification and one year experience in the justice system and/or relevant sector environment; A valid driver’s license. Skills and Competencies: Computer literacy (including Word, Excel, Powerpoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.

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**DUTIES**

Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organise and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate.

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**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.

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**POST 04/63**

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.

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**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; Perform regular risk assessments in order to identify the gaps developing health and safety skills in the work place; 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.
The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department.

APPLICATIONS
Principal: National School of Government, Private Bag X759, Pretoria, 0001, by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.

FOR ATTENTION
Ms L Raseroka, HR Unit, National School of Government.

CLOSING DATE
14 February 2020 @ 16h00.

NOTE
Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Candidates are required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POST
POST 04/64
ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & POLICY COORDINATION REF NO: NSG 01/2020

SALARY
commencing at R376 596 per annum (Level 09) plus competitive benefits cost to company.

CENTRE
Pretoria

REQUIREMENTS
B Degree or equivalent in Labour Relations/ Industrial Relations/ Human Resources or equivalent. 3 – 5 years' experience in Labour Relations of which 1 year on a supervisory level. Knowledge: In depth knowledge of the Public Service Act & Regulations, Labour Relations Act, and relevant MPSA Directives and Determinations. Advanced knowledge of the legislative frameworks in the public service. Advanced knowledge of Departmental Policies and procedures. Advanced knowledge of policy development practices. Ability to understand, interpret and apply policy initiatives emanating from government and linking it to Labour Relations. Competencies/ skills: Basic Numeracy skills. Good analytical skills. Good written and verbal communication skills. Listening skills. Planning, organizing and execution skills. Investigation skills. Interest based conflict resolution skills. Conciliation and Mediation skills. Presentation and facilitation skills. Good report writing skills. Problem solving skills. Negotiation and influencing skills. Interpersonal skills. Good computer literacy skills in the MS Office Suite. Interpersonal proficiency. Language proficiency. Good time management skills. Technical skills. Coaching and mentoring skills. Quality of work. Delegation and empowerment. Research, analysis and interpretation skills. Policy formulation & implementation skills. Personal Attributes: Acceptance of responsibility, Sense of judgement, Reliability, Client focused, Trust worthy, Enthusiastic, Confident, Attention to details, Innovative, creative and proactive, Flexibility, Ability to work independently and as part of a team, Ability to maintain high levels of confidentiality, Demonstrated ability to maintain objectivity.

DUTIES
Facilitate the provision of employee/ labour relations services and to implement related support systems. Facilitate the development of departmental policy and
guidelines related to labour matters, disputes, grievances and disciplinary processes. Render unbiased and specialised advisory service in the organisation on all labour related policies, agreements, strategies, procedures and legislation. Facilitate collective bargaining and labour dispute resolution and prevention matters which includes conciliations and arbitrations. Conduct preliminary investigations, resolutions and referral of complaints, grievances and misconduct cases. Facilitate mediation/conciliation meetings and prepare the necessary documents and bundles. Analyse investigation reports and compilation of recommendation reports. Facilitate disciplinary hearings and ensure implementation of sanctions. Facilitate consultation and negotiations processes. Monitor the implementation of arbitration awards and collective agreements. Facilitate strike management within the department. Facilitate processes to build capacity on Labour Relations in the department, which includes training of investigating and presiding officers and training of employees at large on labour relations matters. Conduct advocacy and awareness campaigns on labour relations matters. Promote and strengthen the trust relationship with organised labour by engagements with internal shop stewards. Facilitate the provision of policy co-ordination services and implement systems that support policy development practices. Develop and maintain protocols and guidelines for policy development and approval processes. Consult with relevant stakeholders on sources of authority and legislative frameworks applicable in relevant policies and the impact thereof on other policies and frameworks. Co-ordinate the development, review and implementation of NSG policies, standard operating procedures and strategies in accordance with specific relevant legislative prescripts. Provide presentation readiness support at policy forum, Departmental Bargaining Chamber and SMS Manco levels. Support policy dialogue in the department by coordinating departmental policy forum meetings and policy advocacy sessions. Ensuring that the NSG has access to policy material through correct versions for circulation to all staff. Provide advice and support to internal units on policy development and approval matters. Submit approved labour relations reports, within a predetermined reporting structure. Assist in co-ordination of compliance reporting with regard to HRM&D requirements. Ensure compliance with relevant legislative frameworks, directives applicable to labour relations. Ensure that qualitative monthly, quarterly and annual reports are submitted timeously (statistically & advisory). Manage labour relations records and ensure records are captured, archived and correctly recorded. Generic junior management functions: Planning, organise and reporting processes in the unit including preparation of inputs to the Directorate and departmental reports. Management of the activities of the section including performance and development of personnel within the unit. Manage human resources and assets of the unit.

ENQUIRIES

Ms Z Lamati Tel No: (012) 441-6019
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.
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: 17 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.

OTHER POSTS

POST 04/65

DEPUTY DIRECTOR: PUBLIC ENTITIES OVERSIGHT REF NO: S011/2020
Division: Corporate Services (CS)
Purpose: To exercise oversight to Schedule 3A Public Entities reporting to the Minister of Finance through the monitoring and evaluation of their performance in compliance with prescribed legislation.

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Accounting/ Finance. A minimum 4 years’ experience obtained in a financial institution and exposed in engaging with Public Entities. Knowledge and experience of analysing financial reports, business and strategic plans. Knowledge of the PFMA, Treasury Regulations and the Public Entity’s policy framework.

DUTIES: Some key outputs include: Review and implement Treasury’s Reporting and Governance Frameworks, Public Finance Management Act: Review established governance structures in Public Entity’s and implement systems to deliver the required outputs. Initiate trends for good governance practices in the Public Entity’s. Advise the Minister on governance matters relating to Public Entity’s. Financial Analysis and Reporting: Evaluate Strategic Plans/ Shareholders Agreements and establish performance agreements and indicators for Public Entity’s. Analyse Public Entity’s expenditure trends. Monitor financial management and performance in Public Entity’s as prescribed by the PFMA and Treasury Regulations. Review annual reports of Public Entity’s reporting to the Minister and advise accordingly on any discrepancies. Monitor the performance of Public Entity’s in alignment with set objectives and programmes. Budget Analysis, review of annual budget allocations: Review and assess Public Entities MTEF, AENE and ENE budget allocations. Draft chapters and provide inputs relevant to the ENE. Review, research, and analyse fiscal implications and engage Public Entity’s through submissions alignment with legislation, regulation, policy proposals, and service delivery trends. Prepare submissions and engage the Chief Financial Officer on retention and roll-overs of surplus funds. Stakeholder Engagement: Engage Public Entity’s and liaise on the provision of information, inputs and recommendations. Provide advice to the Director-General and Minister on Cabinet Memoranda, Ministerial correspondence and policy issues, pertaining to Public Entity’s. Contribute to NT publications, MTBPS, Budget Review, and ENE.
ENQUIRIES: Ms Lorraine Pale on 012 406 9087
APPLICATIONS: may be sent via e-mail to Recruit.Bo@treasury.gov.za

POST 04/66: HUMAN RESOURCES BUSINESS PARTNER REF NO: S007/2020
Division: Corporate Services (CS)
Purpose: Provide a fully integrated HR Service to the National Treasury, and establish a culture of excellence through value-adding HR offerings and processes.

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
A Degree / National Diploma in Human Resources Management or any relevant qualification as recognised by SAQA. A minimum of 5 years’ experience in the broader HR field. Knowledge and experience in the delivery of HR processes and leading change, within business units. Knowledge and experience of the prescribed policy and regulatory framework of government.

DUTIES:
HR Service Delivery: Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries. Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions). Identify, understand and translate Line Business needs into value-adding HR initiatives. Lobby internal support on the implementation of the most effective mechanisms and tools to enhance collaboration and cohesion for improved service delivery with regard to implementation of service offerings. Implement a collaborative strategy with regard to service delivery provisioning and initiate projects in alignment with business requirements Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury. Establish HR service Delivery as the 1st and single point of contact in the Divisions on related matters/ queries/ requests. Be a custodian of: Line-functionaries HR needs, HR processes in Line (Talent Management Offerings), HR policies, procedures & practices in Line (HR Governance). Provide HR support and guidance to both Managers and employees within the Division HR Communication: Engage stakeholders through awareness drives on new service offerings and their benefits prior to implementation. HR Governance: Ensure compliance to HR Policies and Procedures HR Operations: Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times. Implement processes and procedures to measure HR’s impact and contribution to the National Treasury’s effectiveness. Evaluate HR policies and align services offerings HR Projects: Manage key strategic HR projects, implementation and their deliverables thereof, Execution and monitoring of progress and compliance on: Policies, procedures, practices & processes in line, Change Management initiatives, Strategic HR initiatives HR Information: Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof, Provide relevant HR management information/reports as per business requirements, Achieve HR key performance indicators and objectives in the Divisions (HR Dashboard & Scorecard Indicators, metrics) Relationship Management: Develop and maintain effective relationships with Line (both managers and employees).

ENQUIRIES: Ms Caroline Modibane on 012 315 5092
APPLICATIONS: may be sent via e-mail to Recruit.Ommin@treasury.gov.za

POST 04/67: HUMAN RESOURCES SUPPORT: RECRUITMENT REF NO: S010/2020
Division: Corporate Services (CS)
Purpose: To assist with the provision and implementation of a comprehensive recruitment baseline administrative process within the National Treasury in support and fulfilment of its strategic mandate.

SALARY: R316 791 per annum (Excluding benefits)
CENTRE: Pretoria
REQUIREMENTS:
A minimum National Diploma in Human Resources Management/ Social Sciences/ Business Management. A minimum of 2 years’ experience obtained in Recruitment and Administration. Knowledge of talent sourcing within the Public Service.
DUTIES: Some key outputs include: Co-ordinate recruitment transactional processes for specified allocated vacancies: Verify all adverts prior to posting on job websites and other external media. Record and track job applications and analyse spending associated with a particular vacancy. Perform pre-screening of applications and sifting of applicants for clients. Schedule interviews with candidates and maintaining preliminary schedule for motivation of sessions. Arrange assessments of SMS candidates and concurrently initiating qualifications verification and credit checks for recommended candidates. Initiate deliverance of starter packs to candidates after offer has been accepted. Pre-arrival Support: Provide support and information to clients to enhance support pertaining to the total recruitment process. Respond to candidates queries and confirm acceptance of offer with clients in conjunction with the on-boarding process. Candidate Management: Engage shortlisted candidates and provide feedback on matters of concern. Develop contacts for viable pipeline regarding current and future opportunities in line with information harvested on recruitment database and research findings. Enhance identification potential candidates identified as future talent and fast-tracking process for implementation, where necessary. Assist with the development of Temporarily and Contractors requirements in accordance with policies and procedures. Adhere to applicable policies and procedures in alignment recruitment process. Database Management: Develop and maintain a candidate information database. Searching CV databases for suitable candidates in line with posts requested. Register candidates on recruitment database and update. Administration Support: Assist with compilation of reports on recruitment information. Manage the filing of recruitment in coming mail. Send offer letters to successful candidates and engage them on outstanding info required. Initiate the drafting of submissions, and regret letters to unsuccessful applicants. Initiate recruitment invoices for clients and support implementation of recruitment projects.

ENQUIRIES: Ms Caroline Modibane on 012 315 5092.
APPLICATIONS: may be sent via e-mail to Recruit.OMIN@treasury.gov.za

POST 04/68: SENIOR SECURITY OFFICER REF NO: S008/2020 (X2 POSTS) 
Division: Corporate Services (CS) 
Purpose: To ensure the safeguarding and protection of lives, property and information within the premises of the National Treasury by conducting access control, internal and exit control.

SALARY: R173 703 per annum (Excluding benefits)
CENTRE: Pretoria

DUTIES: Some key Outputs include: Physical security functions: Compile, implement and manage shift plans, Supervise personnel of a private security company contracted to the National Treasury, Perform duties as a shift leader, Implement access control policy and procedures, Arrange escorts of employees between National Treasury buildings Facilitate the escorting of visitors in the building, Implement asset control system ,Monitor removal permits completed by employees, Enforce key control procedures and ensure proper maintenance of records, Conduct inspections in the building, Ensure implementation of access control in official NT parking areas. Control room functions: Ensure implementation of access control in official NT parking areas, Perform security surveillance and monitoring duties in the control room, Assign access cards to employees and visitors, draw access report from the Electronic Security System Identify access control breaches and report to management. To liaise with National Treasury employees on behalf of Security Management Unit. Health and Safety: Identify and investigate health and safety deficiencies and report to SAO: Physical Security, Act as Chief Contingency Officer until the arrival of the relevant person during emergencies, inspect security and fire equipment and ensure that they are in good condition daily. Participate in emergency evacuations and drills, Provide first aid assistance to NT employees. General Operational Administration: Management of registers at access points,
Ensure accurate filing of removal permits, Enforce the Service Level Agreement concluded between NT and the Private Security Company, Address parades during shifts.

**ENQUIRIES** : Ms Caroline Modibane on 012 315 5092  
**APPLICATIONS** : may be sent via e-mail to Recruit.CS@treasury.gov.za

**POST 04/69** : FACILITIES GENERALIST: REFRESHMENT CO-ORDINATOR REF NO: S009/2020 (X2 POSTS)  
Division: Corporate Services (CS)  
Purpose: To clean work environments; meeting facilities, and provide basic refreshments (such as tea and coffee) in meeting rooms.

**SALARY** : R122 595 per annum (Excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum 12 months’ hospitality / catering experience. Grade 8, Abet A 3 or equivalent  
**DUTIES** : Some key outputs include: Housekeeping: Clean meeting facilities and supply with basic refreshments and crockery. Keep and maintain kitchen environment tidy and provide basic catering needs for all employees at NT. Maintain all meeting facilities before, during and after meetings. Refreshment Coordination: Properly stock kitchen with the necessary catering needs and record consumption. Keep meetings rooms tidy after meetings and replace dirty glasses and water canisters. Stockpiling of groceries: Check stock and perform self-auditing on grocery utilisation. Provide clean water to work space areas. Keep kitchens tidy: Keep kitchens tidy to maintain a healthy and clean environment.

**ENQUIRIES** : Ms Lorraine Pale on 012 406 9087.  
**APPLICATIONS** : may be sent via e-mail to Recruit.ODG@treasury.gov.za
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS:

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

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

NORTHERN CAPE: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver application to the High Court, Sol Plaatje Drive, Room B107, Kimberley

WESTERN CAPE: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town.

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

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

CLOSING DATE:

14 February 2020

NOTE:

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

ERRATUM: Kindly note that the post of Chief Registrar: Middleburg, Local Division with Ref No: 2019/661/OCJ advertised in Public Service Vacancy Circular 01 dated 10 January 2020 with a closing date of 24 January 2020, the closing date has been extended to 07 February 2020 and the post of Driver Messenger, with Ref No: 2019/681/OCJ with closing date of 24 January 2020 advertised in Public Service Vacancy Circular 01 of 2020 has been withdrawn.
MANAGEMENT ECHELON

POST 04/70 : DIRECTOR: COURT OPERATIONS REF NO: 2020/01/OCJ
Re-Advertisement: (Candidates who previously applied are encouraged to re-apply)

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

CENTRE : Northern Cape Provincial Centre

REQUIREMENTS : An under graduate qualification (NQF 7) as recognized by SAQA; 5 years’ experience at middle/senior management level; Experience in Court Management will be an added advantage; A valid driver’s licence; Behavioural Competencies: Strategic Capability 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; Communications.

DUTIES : Manage administrative support to courts in the division of the High Court. Manage the provisioning of library and research. Manage case and courts records. Manage quality assurance and auxiliary services. Manage, monitor and evaluate the functioning of courts in the division of the High Court. Manage the utilization of resources.

ENQUIRIES : Ms S Ruthven (053) 807 2733

OTHER POSTS

POST 04/71 : SENIOR ADMINISTRATIVE OFFICER REF NO: 2020/02/OCJ

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

CENTRE : Pietermaritzburg High Court

REQUIREMENTS : An appropriate three year National Diploma /Degree or equivalent relevant qualification in Administration; Two (2) to Three (3) year working experience; A valid driver’s licence. Skills and Competencies: Communication skills (Written and Verbal); Problem Solving Skills and decision making skills; Knowledge of Electronic Information Resources and online retrieval. strong Leadership and Management Capabilities; ability to work under pressure; Customer Services and Time Management; Report writing, Computer Literacy (MS Word, Excel, Power Point and Outlook). Numerical, Analytical, reporting Financial Skills, assertiveness; Accuracy and attention to detail.

DUTIES : Control of Finance and Supply Chain Management; Manage finances of the office (Vote Account) including the Budget; Draft and submit memorandums and reports; General supervision of administrative staff and 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 OCJ and Public Service in general; Train and develop staff; manage the facilities of the Department at Court; Implement Departmental Policies; Perform any other duties as directed by the Supervisor/Court manager or Director Court Administration.

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

OTHER POSTS

POST 04/72 : SENIOR COURT INTERPRETER REF NO: 2020/03/OCJ

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

CENTRE : Northern Cape High Court: Kimberely

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

**DUTIES**

Court proceeding; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of Court records; Develop terminology; coin words, control and supervision of Interpreters; Perform specific line and Administrative support functions to the Judiciary; Court Manager and Supervisor.

**ENQUIRIES**

Northern Cape: Ms S Ruthven Tel No: (053) 807 2733

**POST 04/73**

**CONTRACT JUDGES SECRETARY REF NO: 2020/04/OCJ**

(3 Year Contract)

**SALARY**

R257 508 per annum plus 37% in lieu benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Gauteng Local Division: Johannesburg

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms T Mbalekwa Tel No: (011) 335 0404

**POST 04/74**

**LIBRARIAN (X2 POSTS)**

**SALARY**

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

**CENTRE**

High Court: Western Cape Ref No: 2020/05/OCJ Mbombela High Court Ref No: 2020/06/OCJ

**REQUIREMENTS**

A three-year National Diploma/Degree in Library Science/ Information Science or equivalent qualification; Minimum of two years’ experience in Library and information systems; Experience in legal library will be an added advantage; Knowledge of Library and Information Science; Knowledge of library prescripts and legislation, procedure and processes; Skills and Competencies: Communication. Planning; Organising and control; Computer Literacy (Microsoft Office). Analytical thinking; Decision making skills. Ability to work under pressure. Language proficiency; Conflict management and supervisory skills.
DUTIES: Render an effective and efficient library and information service to the users of the library and chambers. Manage the Library and information systems. Assist with book selection for the library and chambers. Classify and catalogue the High Court library material. Render reference and information services for the High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services.

ENQUIRIES: Ms M Baker Tel No: (021) 469 4000
Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

POST 04/75: PERSONAL ASSISTANT TO THE CEO (SAJEI) REF NO: 2020/07/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: An appropriate three year National Diploma or B-degree or equivalent qualification in Office Management with a minimum of 3-years’relevant experience in Executive Management. Document Management experience will be added advantage. A valid driver’s license; Skills and Competencies: Sound knowledge of office and document management practices, Advanced application of MS office application, Ability to work independently and meet deadlines, Ability to attend to detail and to ensure the correctness of data/information, Financial Administration, Communication.

DUTIES: Manage the office of the Executive Manager including diary coordination, secretarial support and document management, provide technical support to the Executive Manager in his/her capacity as Budget Programme manager of the Unit; Coordinate corporate support service activities for the unit. Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the Executive.

ENQUIRIES: Ms Poso Mogale Tel No: (010) 493 2500

POST 04/76: REGISTRAR (X3 POSTS)

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

CENTRE: Middleburg Local Division Ref No: 2020/08/OCJ
Land and Claims Court: Randburg Ref No: 2020/09/OCJ
Gauteng High Court: Pretoria Ref No: 2020/10/OCJ (X2 Posts)

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

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

ENQUIRIES: Mpumalanga: Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000
Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404

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POST 04/77 : REGISTRAR'S CLERK (X2 POSTS)

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

CENTRE : Gauteng Local Division: Johannesburg Ref No: 2020/11/OCJ
          Durban High Court, Ref No: 2020/12/OCJ

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

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

ENQUIRIES : Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404
              Durban: Ms L Marrie Tel No: (031) 372 3168

POST 04/78 : ASSISTANT LIBRARIAN REF NO: 2020/15/OCJ

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

CENTRE : Northern Cape High Court: Kimberly

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Communication; Computer literacy; Report writing Research and planning; Problem Solving; Good Interpersonal relations; Creative ad analytical thinking; Customer Oriented.

DUTIES : Assist with the management and control of the Library and its resources in line with the library code and other applicable prescripts; Assist the ordering of library material approved by the Library Committee; Assist in classifying; cataloguing and indexing library material; Update loose leaf publications Responsible for the sub-libraries outside the court; Assist with running and maintenance of the library including the physical structure; Arrange for the binding of loose leaf publications; Conduct asset verification and stocktaking; Carry boxes on delivery of books to Judges Chambers; Assist with compiling of reports on library mater.

ENQUIRIES : Ms S Ruthven Tel No: (053) 807 2733

POST 04/79 : USHER MESSENGER (X2 POSTS)

SALARY : R122 595 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Durban High Court Ref No: 2020/13/OCJ
          Capetown High Court Ref No: 2020/14/OCJ


DUTIES : Escorting of Judges’ to the courtrooms rendering of administrative support functions to the Judges’ and the court room crew; Maintenance of Courtrooms’ records. Facilitation of the smooth- running of the court rooms and the collection and distribution of post/parcels; files and other documents and photocopying of official documents. Be present in court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties.
ENQUIRIES: Durban: Ms L Marrie Tel No: (031) 372 3168
Cape Town: Ms M Baker/ Ms L Adams Tel No: (021) 469 4000
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Applications could also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity document and valid driver’s license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE : 17 February 2019

NOTE : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s) and Identity Document or Proof of citizenship if not RSA citizen. Note: Failure to submit these copies will result in the application not being considered. A comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be conducted during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POSTS

POST 04/80 : DEPUTY DIRECTOR: EMPLOYMENT EQUITY AND YOUTH DEVELOPMENT

REF NO: DPSA 01/2020

Purpose: To provide policy frameworks and support in ensuring diversity management, employment equity, gender mainstreaming and youth development in the Public Service.

SALARY : R869 007 per annum (Level 12) (An all-inclusive remuneration package). Annual progression up to maximum salary of R1 023 645 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and a recognised B Degree or equivalent qualification in Social Sciences (NQF level 7). A minimum of 3 years’ appropriate experience on middle management level in coordination of diversity management programmes (gender, youth and Employment Equity). Knowledge of Public Service Regulatory Framework. Sound understanding of DPSA Strategy. Knowledge of National Policies on EE, Gender and Youth. Knowledge of Employment Equity, Affirmative Action programme and relevant International Instruments/Agreements on Women and Youth. Proven experience in managerial support and skills in decision-making, negotiation skills, written and verbal communication skills, conflict management, teamwork, financial management, good interpersonal relations, people management, analytical and strategic management skills.

DUTIES : Develop, implement and maintain employment equity, transformation and gender and youth policies, guidelines, procedure manuals and practices in the Public Service. Provide advice and support to National and Provincial Departments and develop intervention strategies, programmes and practices to meet employment
equity targets and affirmative action and youth empowerment. Mainstreaming
gender issues. (Analysis of the implementation plans and reports of the Gender
Equality Strategic Framework for the Public Service. Collaborate with national
processes in supporting global, regional and sub-regional activities. (Assist in
development reports on gender equality, women’s empowerment, representation
of women in decision making positions, and youth development to the African
Union (AU), Southern African Development Community (SADC), United Nation
(UN), Commonwealth and relevant global agreement, Participate in global, AU and
SADC conferences). Manage human and financial resources.

ENQUIRIES : Ms. Fanani Manugu Tel No: 012 336 1271

POST 04/81 : ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN PRACTITIONER REF
NO: DPSA 02/2020
Job Purpose: To facilitate departmental Organisational Development interventions
and Organisational Design processes.

SALARY : R376 596 per annum (Level 09). Annual progression up to a maximum salary of
R443 601 is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : An appropriate qualification at NQF level 7 in Organisational Development/
Management Services/Human Resource Management/Industrial Psychology/Organisational Design/work study. Three years’ experience in
organisational design/work study. Good understanding of: Public Service Act,
Public Service Regulations, Employment Equity, Labour Relations Act, Public
Service Organisational Design Frameworks and guidelines related to
determinations and policies. Technical Skills: Functional groupings and mapping,
Work study, business process mapping and Job evaluation, Assessment,
Diagnosis, intervention planning, Good Client orientation and customer focus,
problem solving, decision making, Communication and information management.
Interpersonal Relations, Computer Literacy, Facilitation and Report Writing skills.

DUTIES : To facilitate planned change processes in the department, maintain the
departmental organogram and alignment to the strategic plan, conduct business
process re-engineering investigations, undertake organisational functionality and
efficiency assessment, Manage the department’s approved establishment.

ENQUIRIES : Ms. Mamello Mahomed Tel No: (012) 336 1300
ANNEXURE M

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

APPLICATIONS: The 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

CLOSING DATE: 14 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 License (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted.

People with disabilities are encouraged to apply.

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

OTHER POST

POST 04/82: CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2020/20

SALARY: R316 791 per annum

CENTRE: Nelspruit Regional Office

REQUIREMENTS: A three year tertiary qualification in electrical field couple with extensive experience in the technical field or N3 plus a trade certificate with extensive experience. Applicable knowledge of the PFMA, OHSA, national building regulations and building standards. A candidate must be in a possession of a driver's license. Willingness to travel. Computer literate. Ability to work under pressure and to solve problems. Project management skills. Property and facilities management skills. Knowledge of government procurement process and system. Good analytical skills. Strong verbal and written communication skills.

DUTIES: assist control works manager with the management of electrical project. Attend to planned and unplanned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Inspect and certify municipal account an electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certification and verification of invoices. Prepare and compile submissions and progress report on a monthly basis.

ENQUIRIES: Mr PT Mdleko Tel No: (013) 753 6379
ANNEXURE N

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE: 14 February 2020 at 16:00

NOTE: DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall apply for People with Disabilities (including where a driver’s license is a requirement in a non-Occupational Specific Dispensation (OSD) post). Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

ERRATUM: The following positions have reference: DRS: System Support Officer (Ref: 3/2/1/2020/019), Senior Deeds Registration Officer: Archiving (Ref: 3/2/1/2020/020), Senior Deeds Registration Officer: Registration (Ref: 3/2/1/2020/021), Control Deeds Registration Clerk: Data (Ref: 3/2/1/2020/023), Control Deeds Registration Clerk: Data (Ref: 3/2/1/2020/024), Junior Examiner (Ref: 3/2/1/2020/025), Junior Examiner (Ref: 3/2/1/2020/026), Junior Examiner (Ref: 3/2/1/2020/027), Junior Examiner (Ref: 3/2/1/2020/028), Junior Examiner (Ref: 3/2/1/2020/029), Junior Examiner (Ref: 3/2/1/2020/030), Chief Deeds Registration Clerk: Archiving (Ref: 3/2/1/2020/031), Chief Deeds Registration Clerk: Data (Ref: 3/2/1/2020/032), Chief Deeds Registration Clerk: Information and Dots (Ref: 3/2/1/2020/033), Chief Deeds Registration Clerk: Lodgement and Preparation (Ref: 3/2/1/2020/034), Chief Deeds Registration Clerk: Lodgement and Preparation (Ref: 3/2/1/2020/035), Chief Deeds Registration Clerk: Lodgement and Preparation (Ref: 3/2/1/2020/036), Chief Deeds Registration Clerk: Lodgement and Preparation (Ref: 3/2/1/2020/037), Accounting Clerk (Ref: 3/2/1/2020/038), Accounting Clerk (Ref: 3/2/1/2020/039), Principal Deeds Registration Clerk: Information and Dots (Ref: 3/2/1/2020/040) and Provisioning Clerk (Ref: 3/2/1/2020/041) advertised in Public Service Vacancy Circular 03 dated 24 January 2020. The positions above are withdrawn from the Vacancy Circular. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

POST 04/83: DIRECTOR: CORPORATE SERVICES LEGAL SUPPORT REF NO: 3/2/1/2020/043
Chief Directorate: Legal and Legislation Development Services

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

CENTRE: Pretoria
**REQUIREMENTS**: Pre-entry Certificate for Senior Management Services (SMS). LLB or BProc (NQF level 7). Admission as an Attorney and successful completion of Pupillage at the Bar is an added advantage. 5 years’ experience in the legal field at middle management/senior managerial level. Job related knowledge: South African Law. Job related skills: Ability to interpret the law, Ability to research the law, Writing, Presentation, Client relations, Managerial, Computer literacy. A valid driver’s license. Working under pressure and irregular hours.

**DUTIES**: Provide legal support on contracts. Draft and vet contracts. Assist in negotiating contracts. Manage labour litigation. Refer cases against and by the Department to the State Attorney. Act as link between the State Attorney/Counsel and the Department. Obtain instructions and convey to State Attorney/Counsel. Provide legal and admin support in terms of the Promotion of Access to Information Act (PAIA). Administer PAIA in the Department. Assist Deputy Information Officers in processing PAIA requests. Advise on all aspects of PAIA. Manage legal aspects of loss control. Make recommendations regarding the writing off of losses. Take decisions on the forfeiture of state cover by officials. Manage the service provider that administers the Land Rights Management Facility. Ensure that there is a functioning service provider and panel. Follow supply chain management processes when necessary to have new service provider appointed or contract extended. Give instructions and guidance to service providers. Monitor the services of the service provider. Take decisions and make recommendations regarding whether persons qualify for legal assistance. Peruse invoices for correctness and resolve any issues regarding invoices with the service provider. Approve or disapprove invoices. Provide legal opinions. Do research and draft legal opinions. Facilitate the obtaining of legal opinions from the Chief State Law Adviser or Counsel. Draft and vet statutory delegations.

**ENQUIRIES**: Ms TP Mahlaela Tel No: (012) 312 9140

**APPLICATIONS**: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Certificate for entry into the SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/

**OTHER POSTS**

**POST 04/84**: DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2020/044
Directorate: Tenure Reform Implementation
This is a re-advertisement applicants who applied previously must re-apply.

**SALARY**: R869 007 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**: KwaZulu-Natal (Vryheid)

**REQUIREMENTS**: Bachelor’s Degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive acquisition of land strategy; State land lease policy; Policy development; Departmental legislation; Risk management. Job related skills: Planning and organisation; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. A valid driver’s license.

**DUTIES**: Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and
awareness. Manage and mediate in cases of legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights Policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the CPA meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of CPA activities. Manage and conduct investigation on the affairs and activities of the registered CPA. Manage the mediation and disputes resolution proceedings of the CPA. Monitor the validity of CPA transactions in accordance with the CPA Constitution.

ENQUIRIES : Mr S Manqele Tel No: (033) 264 9516
APPLICATIONS : Applications can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 04/85 : DEPUTY DIRECTOR: PROPERTY LEASES REF NO: 3/2/1/2020/045
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

SALARY : R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
CENTRE : Limpopo (Polokwane)
DUTIES : Manage compliance with Property Management Systems and support to District. Effective implementation of State Land Lease and Disposal System. Manage and provide support to District staff. Administer the signing of leases and caretaker agreements. Effective implementation of State Land Lease and Disposal Policy. Manage farmers compliance to signed lease agreements. Manage records of original contracts and inspection reports. Safeguard of signed contracts. Timeous inspection of State Land and Assets. Manage and coordinate periodic land use investigations on leased immovable and verify DRDLR owned movable assets on such immovable assets. Ensure optimal and effective utilisation of State farms. Manage and timeously update moveable Asset Register. Process disposal of redundant moveable assets. Participate in various committees e.g. beneficiary selection committee. Monitor of proper usage and maintenance of leased assets. Ensure optimal compliance to State Land Lease and Disposal Policy and terms of lease contracts. Manage processes towards the payment of utility and other statutory charges on DRDLR immovable assets which are subjects to agricultural lease or agricultural caretaker arrangements. Manage water use rights accounts.

ENQUIRIES : Mr M Shai Tel No: (015) 284 6303
APPLICATIONS : Applications can be submitted by post Private Bag X9213, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700.
NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 04/86 : PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2020/046
Directorate: Tenure Reform Implementation
This is a re-advertisement, applicants who applied previously must re-apply

SALARY : R470 040 per annum (Level 10)
CENTRE : KwaZulu-Natal (Port Shepstone)

DUTIES: Facilitate the implementation of Extension of Security of Tenure Act (ESTA) programmes. Respond to all enquiries on ESTA accordingly. Liaise with relevant government Departments and stakeholders in the implementation strategies. Draw up a database for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in Land Reform Policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Facilitate the implementation of Interim Protection of Land Rights Interventions. Monitor and facilitate the implementation of Labour Tenants programme. Address the Labour Tenants applications that have been lodged. Categories Labour Tenants applications cases according to claimant’s settlements choices as required. Respond to all enquiries on Labour Tenants applications accordingly. Implementation of Communal Land Tenure programme. Address issues of insecure tenure in communal areas. Assist communities with upgrading of land tenure rights. Implement relevant legislation. Conduct training and workshop to inform communities of their rights and responsibilities.

ENQUIRIES: Mr S Manqeke Tel No: (033) 264 9516

APPLICATIONS: Applications can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE: Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 04/87: PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2020/047 (X3 POSTS) Directorate: Property Management This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R470 040 per annum (Level 10)

CENTRE: North West (Ngaka Modiri Molema, Dr Ruth Segomotsi Mopati, Dr Kenneth Kaunda)


DUTIES: Administer and manage property leases. Finalise and facilitate signing of leases and caretaker agreement. Facilitate the capturing of newly acquired state properties on the State Land Leasing System (SLLS). Review and amend where necessary the contract summary status reports of SLLS information submitted by Property System and Data Management directorate. Activate long term lease contracts on Law which have been concluded and for which signed lease copies uploaded. Upload signed lease copies of Law upon activation, supported by the application history (e.g approved 5 year lease contracts or caretaker agreements, committee decisions and approval memoranda). Development of lease database for all state properties and update thereof. Attend all District Beneficiaries Selection Committees and advise on all farm utilisation aspects. Monitor leases or caretaker performance and duties as contractually specified. Prepare a consolidated weekly and monthly lease report. Maintain proper usage of movable assets. Coordinate asset verification pre and post transfer. Facilitate the disposal of obsolete, redundant and irreparable movable assets for all Districts and present to the
National PLAS Disposal Committee at National Office. Barcoding of assets in all Districts. Secure, protect the state asset against vandalism. Coordinate and conduct verification of state land. To ensure proper utilisation of state land for allocated beneficiaries. Coordinate and conduct regular inspection of state properties. Ensure proper utilisation of state land for allocated beneficiaries. Identify and manage farms that have been abandoned, vandalised and invaded. Prepare a consolidated site visit reports as well as monthly and quarterly reports for all Districts. Coordinate the condition assessment of Departmental Immovable Assets. Timeously inspection of the condition of state land pre and post transfer in all Districts. Assist all Districts on the identification of maintenance of infrastructure and prepare business cases for all farms identified by Districts for maintenance. Monitor the progress of infrastructure projects on farms approved for maintenance. Coordinate the condition assessment reports on farms. Conduct farm assessments on farms where beneficiaries are exercising an option to purchase as well as for farms identified for funding.

ENQUIRIES
Mr K Sebitiele Tel No: (018) 388 7115
APPLICATIONS
Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
NOTE
Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply

POST 04/88
SENIOR PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2020/048
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

SALARY
R316 791 per annum (Level 08)
CENTRE
North West (Bojanala District)
REQUIREMENTS

DUTIES

ENQUIRIES
Mr K Sebitiele Tel No: (018) 388 7115
APPLICATIONS
Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 04/89 : PROJECT OFFICER: PROPERTY HOLDINGS REF NO: 3/2/1/2020/049
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

SALARY : R257 508 per annum (Level 07)
CENTRE : North West (Ngaka Modiri Molema)

DUTIES : Manage and maintain Immovable Asset Register and records. Manage vetting in terms of item 28(1). Manage investigation on state land use and maintenance. Manage state land periodic verification. Facilitate surveying of immovable assets. Facilitate the process of identifying assets for disposal and transfer of state land. Manage land use applications such as servitudes registration.

ENQUIRIES : Mr K Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 04/90 : PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2020/050
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

SALARY : R257 508 per annum (Level 07)
CENTRE : North West (Ngaka-Modiri Molema District)

DUTIES : Prepare and finalise leases and caretaker agreement. Receive request for conversion from the District Office. Request and capture all relevant contract information (e.g. lessee information, rental amounts and resolution to enter in a legal entity etc.) and generate lease agreements for signature by contracting parties. Facilitate the signing of the contract by the lessee/caretaker. Draft approval memorandum for the Chief Director's signature. Upload approved lease/caretaker agreement on Land Administration Web (LAW) after approval by the Chief Director. Render support services to District with regards to contract administration. Inform the District Office of possible expiration of a contract. Notify the lessee of the expiry of the lease. Obtain written confirmation from the lessee of intention to renew or terminate contract. Obtain and capture all relevant contract information (e.g. lessee information, rental amounts and resolution to enter in a legal entity etc.) from Land Redistribution and Development and generate lease/caretaker agreements for signature by contacting parties. Facilitate the
signing of the contract by the lease/caretaker. Draft approval memorandum for the Deputy Director General’s (DDG) signature. Upload approved lease/caretaker agreement on LAW upon receipt thereof from DDG. Conduct awareness workshops on contract management with beneficiaries. Cluster District projects where possible. Safeguard contract and inspection report. Conduct site inspection and verify moveable assets. Documents are filed at Provincial Shared Service Centre Registry within 3 days of receipt. Moveable and immovable asset register updated quarterly. Compile report on loss and damage within 5 days of being aware of the loss and damages. Administer electronic Leases Management and Information System. Maintain electronic copy of unsigned documents and PDF copy of signed documents on electronic project file. Maintain contract records in terms of prescripts of LAW. Update records weekly.

ENQUIRIES:
Mr K Sebitiele Tel No: (018) 388 7115

APPLICATIONS:
Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE:
Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 04/91:
PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2020/051
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

SALARY:
R257,508 per annum (Level 07)

CENTRE:
Western Cape (Cape Winelands/Overberg)

REQUIREMENTS:

DUTIES:
Prepare and finalise leases and caretaker agreement. Receive request for conversion from the District Office. Request and capture all relevant contract information (e.g. lessee information, rental amounts and resolution to enter in a legal entity etc.) and generate lease agreements for signature by contracting parties. Facilitate the signing of the contract by the lessee/caretaker. Draft approval memorandum for the Chief Director's signature. Upload approved lease/caretaker agreement on Land Administration Web (LAW) after approval by the Chief Director. Render support services to District with regards to contract administration. Inform the District Office of possible expiration of a contract. Notify the lessee of the expiry of the lease. Obtain written confirmation from the lessee of intention to renew or terminate contract. Obtain and capture all relevant contract information (e.g. lessee information, rental amounts and resolution to enter in a legal entity etc.) from Land Redistribution and Development and generate lease/caretaker agreements for signature by contacting parties. Facilitate the signing of the contract by the lease/caretaker. Draft approval memorandum for the Deputy Director General’s (DDG) signature. Upload approved lease/caretaker agreement on LAW upon receipt thereof from DDG. Conduct awareness workshops on contract management with beneficiaries. Cluster District projects where possible. Safeguard contract and inspection report. Conduct site inspection and verify moveable and immovable assets. Documents are filed at provincial registry within 3 days of receipt. Moveable and immovable asset register updated quarterly. Compile report on loss and damage within 5 days of being aware of the loss and damages. Administer electronic leases management and information system. Maintain soft word copy of unsigned documents and PDF copy of signed documents on electronic project file. Maintain contract records in terms of prescripts of LAW. Update records weekly.

ENQUIRIES:
Mr S Simelela Tel No: (021) 409 0300
APPLICATIONS : Applications can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.

NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
ANNEXURE O

APPLICATIONS : can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.

CLOSING DATE : 14 February 2020 at 16h00. Applications received after the closing date will not be considered.

NOTE : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with certified copies of qualifications (certified in the past 6 months) and ID document. Proof of citizenship if not RSA citizen, indicating three contactable reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are recommended candidates and that their appointment is subject to positive outcomes on these checks, which include security clearance, financial, security vetting, reference checks, qualification verification and criminal records. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department invites all suitable candidates who are interested to apply for the Ecosystem Development for Small Enterprises (EDSE) Programme. The overall objective of the ‘Ecosystem Development for Small Enterprises Programme for the Republic of South Africa’ (EDSE) is as follows: “To support inclusive and sustainable economic growth and employment creation in South Africa in line with the Government of the Republic of South Africa’s objectives as described in its National Development Plan, notably to reduce the official unemployment rate from around 25% (2013) to 14% (2020).” The below positions will not form part of the Department’s establishment. The Department reserves the rights not to fill or withdraw any advertised post.

MANAGEMENT ECHELON

POST 04/92 : MANAGER – PROGRAMME MANAGEMENT UNIT
(On Contract Ending 31 July 2023)
Ecosystem Development for Small Enterprises (EDSE) Programme

SALARY : R1 057 326 – R1 245 495 per annum

CENTRE : Pretoria

REQUIREMENTS : A Master’s degree in Management, Business Administration, or other field relevant to the scope of the assignment, or equivalent relevant professional experience (at least 3 years’) in Management and/or Business Administration. Excellent analytical, training, report writing, presentation, and technical documentation drafting skills are essential. Fluency in English (spoken and written) is mandatory. A minimum of 10 years of professional experience in Management including at least 5 years of professional experience in Project Management of developmental programmes implemented in South Africa. Proven experience in working with Government and other public sector stakeholders in the area of Project Management.

DUTIES : Exercise oversight over Programme implementation and will report to the responsible senior management from the DSBD. responsible for coordination among the implementing partners for Programme implementation. Responsible for
coordination with the Technical Assistance Team (TAT) and ensuring that the Budget Support Component is fully supported by the TAT. Collaborate with the Director Research in the DSBD and other implementing partners and will communicate with National Treasury (NT) and the European Union Delegation (EUD) to ensure compliance with Financing Agreement requirements, programme implementation rules. Identify, develop and implement training initiatives that will improve and/or drive the Programme implementation at the management level. Draft and finalise the required Programme payment files necessary for submission to the EUD when requesting Budget Support tranches. Oversee and guide the drafting and finalisation of the required Programme implementation workplans by the partners in a timely manner. Oversee and guide the revision of the Budget Support Component Business Plan. Develop and implement a compliance monitoring system for the Programme. Ensure that compliance to the applicable processes and procedures is adhered to until the formal closure of the Programme. Draft and finalise the required periodic reports (annual and quarterly) and performance plans necessary for monitoring the use of the Budget Support funds according to applicable timelines. Develop a framework to coordinate and report on SMME Official Development Aid.

ENQUIRIES
Technical Enquiries for all advertised posts should be directed to Ms E Koekemoer on (012) 394 1142 and for recruitment enquiries, Tel No: (012) 394-43097/45286/41440.

OTHER POST

POST 04/93: DEPUTY MANAGER – PROGRAMME MANAGEMENT UNIT
(On Contract Ending 31 July 2023)
Ecosystem Development for Small Enterprises (EDSE) Programme

SALARY: R733 257 – R863 748 per annum
CENTRE: Pretoria

REQUIREMENTS: A Master’s degree in Accounting, Auditing, Financial Management or other field relevant to the scope of the assignment, or equivalent relevant professional experience (at least 3 years’) in Auditing and/or Financial Management. Excellent analytical, training, report writing, presentation, and technical documentation drafting skills are essential. Fluency in English (spoken and written) is mandatory. At least 8 years of professional experience in Project Management including 5 years of professional experience in financial management, including undertaking financial and performance audits in South Africa. Proven experience in working with Government and other public sector stakeholders in the area of financial management and/or auditing. Proven experience in formulating, leading/delivering, and assessing training workshops and programmes for participants from the public sector.

DUTIES: Exercise oversight over (and report on) the use of Budget Support funds by the implementing partners during Programme implementation and will report to the responsible senior management from DSBD. Monitor and coordinate the financial aspects of Programme implementation amongst the implementing partners and will support the DSBD Chief Finance Officer in the financial management of the Programme. Identify, develop and implement training initiatives that will improve and/or drive the use of Budget Support funds use and/or their financial management during Programme implementation at the management level. Support the Manager in the drafting and finalisation of the required Programme payment files necessary for submission to the EU when requesting Budget Support tranches. Initiate and oversee the annual financial and performance audits for the Programme, as well as any other audit that may be take place as and when required. Support the Manager in the drafting and finalisation of the required Programme implementation workplans by the partners in a timely manner. When required, the Deputy Manager will support the Manager in the revision of the Budget Support Component Business Plan. Support the Manager in developing and implementing a compliance monitoring system for the Programme. Support the Manager in the drafting and finalisation of the required periodic reports (annual and quarterly) and performance plans necessary for monitoring the use of the Budget Support funds according to applicable timelines. Support the Manager for
the PMU in the development of a framework to coordinate and report on SMME Official Development Aid.

**ENQUIRIES**

Technical Enquiries for all advertised posts should be directed to Ms E Koekemoer on (012) 394 1142 and for recruitment enquiries, Tel No: (012) 394-43097/45286/41440.
DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
FOR ATTENTION : Ms E Steenkamp
CLOSING DATE : 14 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 04/94 : ASSISTANT DIRECTOR: SYSTEMS DEVELOPMENT AND MONITORING REF NO: E1/2020 (X2 POSTS)
Directorate: Systems Development and Monitoring
SALARY : R470 040 per annum
CENTRE : HSRC Building, Pretoria
DUTIES: Facilitate the design, review and maintenance of results based monitoring and evaluation frameworks, development of theories of change, indicators and technical indicator descriptions for Social Development Programmes. Coordinate, guide and support Provincial Social Development performance reporting processes through the facilitation and implementation of the oversight role of the National Department of Social Development. Participate in the indicator customisation process of the sector, assessment and quality control of provincial performance data on the E-QPR system, data analysis from various data sources and report writing. Report and disseminate provincial performance results in a customised format to appropriate role players at various forums and meetings. Provide M&E technical support to National and Provincial programme managers through facilitation of M&E capacity building for Social Development National and Provincial Officials. Participate and provide guidance in National and Provincial strategic planning sessions, participation in programme forum meetings, Provincial data quality assessments and other. Participate in the design and implementation of Service Delivery Monitoring Projects through the development of concept notes, questionnaire development, management and implementation of fieldwork processes, data analysis and report writing.

ENQUIRIES: Ms M Stevens Tel No: (012) 312-7658/ 7644
ANNEXURE Q

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 14 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 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). “All SMS 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” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcome to apply for posts. The department reserves the right not to make an appointment.

ERRATUM: kindly note that the post of Engineering Technologist Production Grade A with Ref No: 061219/18 (WULA) advertised in Public Service Vacancy Circular 42 dated 22 November 2019 has been advertised with a requirement of “Compulsory registration with ECSA as a Professional Engineering Technician” which is incorrect, the correct registration applicable to the post is “Compulsory registration with ECSA as a Professional Engineering Technologist”

OTHER POSTS

POST 04/95: SCIENTIFIC MANAGER (GRADE A): INTEGRATED WATER STUDIES REF NO: 140220/03

Branch: Planning and Information

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

CENTRE: Pretoria Head Office

REQUIREMENTS: An MSc Degree in Earth, Numerical, Environmental Sciences, Natural Sciences or relevant qualification. Six (6) years post qualification natural scientific experience in the field of Water. Compulsory registration with the South African Council for Scientific Professions (SACNASP) as a Professional Scientist (Attach copy). A valid driver’s license (Attach copy). Good experience in modelling technologies. Proven ability to communicate scientific information in a brief and clearly expressed manner in writing and verbally including good technical report writing skills. Sound knowledge of the National Water Act and other related legislation. Computer literacy and ability to use software packages. The ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data. A proven ability to manage a multidisciplinary group of scientists and other professionals. Good conceptual thinking skills are essential. Knowledge of aquatic sciences and geographical information systems (GIS). Sound knowledge of project management.

DUTIES: Coordinate and undertake integrated water resource studies (quality, quantity ecology surface and groundwater) with focus on impact of land based activities on water. Coordinate the development of integrated water resource modelling methodologies and analysis tools. Coordinate the reporting on the state of water for the country. Provide water resources expertise to all stakeholders including the water sector and any other interested parties. Liaise with other Government
Departments, local authorities, the public and other clients on water issues. Mentor and develop personnel. Lead and manage projects.

ENQUIRIES
Mr Andy Sambo Tel No: (012) 336 8403

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 04/96
DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 140220/04

Branch: Chief Operations Office Western Cape
Div: Corporate Management
(This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)

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

CENTRE
Bellville

REQUIREMENTS
A National Diploma or Degree in Administration or relevant field. Three (3) to five (5) years management experience in Corporate Management. Knowledge and experience in policy development and implementation. Knowledge and experience in Administration processes. Knowledge of human resource information. Understanding of Government legislations. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Valid driver’s license (Attached copy).

DUTIES
Manage and provide support in the following disciplines: Human Resources, Information Technology, Administration, Communication, Occupational Health and Safety, including safety and security. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of Strategic Plan. Develop Corporate Services Implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partners with line management. Ensure compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of Human Resources. Provide expert advice on HR information implementation to managers.

ENQUIRIES
Mr R Khan Tel No: 021 941 6004

APPLICATIONS
Western Cape (Bellville): Please forward your applications quoting the relevant reference number to the Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION
Ms K Melelo

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

POST 04/97
DEPUTY DIRECTOR: INSTITUTIONAL GOVERNANCENACE REF NO: 140220/05

Branch: Regulation

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

CENTRE
Pretoria Head Office

REQUIREMENTS
A National Diploma or Degree in Administration / Public Management or Social Science. Five (5) years experience in a policy, regulatory and governance environment. Three (3) years management experience. Knowledge and experience in public administrative procedures and systems. Knowledge of government related legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), National Water Act, Water Services Act,
DUTIES: The development and implementation of policies, strategies and procedures on the establishment and governance of water management institutions, water boards and other institutions. To lead the appraisal of shareholders compacts and business plans. Analyse and table annual reports in parliament. Develop frameworks, guidelines and reporting templates. Ensuring good governance, financial viability and alignment of water management institutions, water boards, WRC and TCTA. Coordinate the establishment and disestablishment of water sector entities. Assist the Director with the development of the Directorate’s budget, strategic and business plans.

ENQUIRIES: Ms T Sigwaza Tel No: 012 336 6600

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 04/98: SENIOR STATE ACCOUNTANT REF NO: 140220/06
Branch: Finance Main Account (Management Accounting)

SALARY: R 316 791 per annum (Level 08)

CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma or Degree in Financial Accounting/Financial Management/Management Accounting. Two (2) to three (3) years’ experience in financial management (Budgeting and expenditure management), monitoring and reporting (IYM), DoRA and general ledger). Working knowledge of financial management related legislation i.e. Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and DoRA. Knowledge and experience in administrative and clerical procedures and systems. Excellent interpersonal skills and the ability interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Basic knowledge of financial management. Sound understanding of accounting principles (GRAP Standards). Advanced computer literacy (MS Office: Excel and Word). Ability to analyse information and work with figures (Data Analysis). Knowledge of Budget process in Government. Knowledge of in-year monitoring (IYM). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc) and budgeting process.

DUTIES: Assisting the Assistant Director in populating credible and reliable inputs into monthly and quarterly Interim Financial Statements (IFS) and Annual Financial Statements (AFS) i.r.o Final Appropriation Statement. Notes to the Appropriation Statement and relevant Annexures as prescribed by departmental internal circular and National Treasury Instruction Note. Check, analyse and capture original budget (ENE), adjustment budget (AENE), approved shifting of budget requests from line functions and year-end final shifting of funds and virements on BAS. Compile monthly expenditure projections, in particular experience with the IYM tool. Assist the Assistant Director with the preparation of the early warning report as prescribed by National Treasury. Apply management accounting techniques to analyse, project and report on expenses. Verify and capture journals on BAS. Assist in drawing BAS reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programmes/ grants for the entire Department. Performing budget management (e.g. Budget management instrument) analysis. Performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections – expenditure control. Assist in requesting BAS reports to verify that transactions are posted as per Departmental
Standard Chart of Account (SCOA). Detect and correct incorrect accounting entries (Expenditure misallocations and misclassifications). Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

**ENQUIRIES**
: Mr ML Mukwevho, Tel No: 012 336 8720

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

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

FOR ATTENTION: Mr G Mahlangu

CLOSING DATE: 14 February 2020

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

OTHER POST

POST 04/99: INDEPENDENT EXTERNAL CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE

Term of Office: The appointment of the chairperson is for a three (3) year duration from the date of appointment, subject to renewal at the discretion of the Department.

Directorate: Risk Management

SALARY: Remuneration will be at a rate prescribed by the National Treasury (Treasury Regulation 20.2.2 refers), and Actual travelling expenses at the Government prescribed rate per kilometer.

CENTRE: The Presidency, Union Buildings, Pretoria

REQUIREMENTS: An independent external person, with extensive knowledge of the relevant regulations and prescripts including the Public Finance Management Act, Treasury Regulations, ISO 31000, King Reports on Corporate Governance, COSO and the Public Sector Risk Management Framework. Experience in Strategic Planning, Stakeholder relations/management, Risk Management, Financial Management, Internal Control, Compliance, Anti-Fraud and Corruption, Business Continuity and Auditing. Experience in serving in oversight committees. Knowledge and or experience in the public sector will be an added advantage. Must be a member of a professional body, preferably in Risk Management.

DUTIES: The candidate will chair The Presidency’s Risk Management Committee and provide an oversight role. The key duties of the chairperson is to: Ensure that each meeting is planned effectively and conducted according to the Risk Management Committee Charter; Prepare together with the Secretariat of the Committee, the agenda for the meetings; Check the minutes of the previous meeting after they have been adopted. Ensure that the proceedings of the meeting are directed and kept under control; and that all matters are dealt with in an orderly, efficient manner. Ensure that decisions are taken on all matters under discussion. Ensuring that the Committee produces reports in accordance with the Risk Management Committee Charter and its Annual Implementation Plan. Ensuring that the institutions risks are managed effectively. Providing support and supervision to the Chief Risk Officer; monitoring the implementation of risk management strategy within The Presidency. Ensuring that the identified risk mitigation strategies employed by The Presidency are evaluated for their effectiveness. Assisting in reviewing risk management action plans to be instituted and ensuring compliance with such plans. Assisting in integrating risk management into planning, monitoring and reporting processes. Preparing and presenting Risk Management
Chairperson’s report to the Accounting Officer and the Audit Committee on a quarterly basis. Assisting The Presidency in ensuring that it improves its risk maturity level; and assisting the institution in the development of the most effective measures to prevent, detect and investigate fraud and corruption and ensure compliance with applicable legislation. Attend as a Standing Invitee – Audit Committee and Ethics Committee meetings. With regard to management of the Committee: Take all reasonable steps to ensure that the Committee fulfills its obligations and responsibilities. Call and chair quarterly meetings and special meetings. Maintain an ethical and responsible decision-making framework at Committee level and address any potentially unethical or dishonest situations or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Take all reasonable steps to encourage participation of all Committee Members in the Committee meetings and to facilitate free and constructive discussion. Maintain a good working relationship with the Secretariat to ensure that tasks to be completed between meetings are completed.

**ENQUIRIES**

: Mr Gavin Mahlangu Tel No: (012) 300 - 5378
ANNEXURE S

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

APPLICATIONS: The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, Hand delivered applications will be received at Foyer at Tyamzashe Building.

FOR ATTENTION: Mr S. Meligana at 040-940 7079/ 7080/7077

CLOSING DATE: 14 February 2020

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

MANAGEMENT ECHELON

POST 04/100 : CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT AND PLANNING REF NO: COGTA (01/01/2020)

SALARY : R1 251 183 – R1 495 956 per annum (Level 14)

CENTRE : Bhisho

REQUIREMENTS: A recognised 4-year degree (NQF level 7) in Regional & Town Planning. Studied in areas of Land development, urban and rural development, Spatial Planning, Land Survey, Property development and management. A Master’s degree in Town and Regional Planning will be an added advantage. Additional qualification in Planning, a minimum of 5 years working experience at Senior Management level position in Local Government, especially in the planning environment. Professional registration as a Planner with the Council for the Town and Regional Planners. Knowledge and experience in Programme and Project Management. A valid driver’s licence (Code EB). Computer literacy. Experience in Community Development or Local Government will be an added advantage. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Spatial Planning and Land Use Management Act (SPLUMA), Municipal Systems Act (MSA), Land Survey Act, Municipal Property Rates Act, Public Service Act and Regulations. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. Proven record of monitoring and Evaluation. People Management and empowerment skills. Extensive understanding of strategic planning especially in the government environment,

**DUTIES**

To promote, facilitate & coordinate integrated planning in municipalities aligned with Local, Provincial and National Planning. Provide for Spatial Planning and Land Management. Develop policy and standards, provide support and monitor implementation of SPLUM other pieces of legislation and capacitate planning institutions. Provide Spatial Planning information and environmental planning services. Provide integrated Spatial Planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination services across the three spheres of government. Develop the framework and guidelines for the Community Based Planning Framework. Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to Spatial Planning, Land Survey and Property Valuations. Co-ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Monitoring and report analysis of trends, evaluation, research skills and policy framework development. Co-ordinate the prioritisation and implementation of Municipal Projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilisation of staff, promoting of sound labour relation and the appropriate utilisation of resources.

**ENQUIRIES**

can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

**POST 04/101**

**DIRECTOR: DISASTER MANAGEMENT REF NO: COGTA (02/01/2020)**

**SALARY**

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

**CENTRE**

Bhisho

**REQUIREMENTS**

A recognised 4-year degree (NQF level 7) in Disaster Management/Environmental Management/ Urban & Regional Planning or related field. A minimum of 5 years working experience at a middle/Senior Managerial level in Local Government field.

**DUTIES**

Responsible for efficient management of the Division, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the Division and ensure the formulation and implementation of strategic policies which will enable the division/administration to successfully fulfil its role in delivering services to the communities/clients. Manage the monitoring and facilitation of disaster management services. Manage the promotion of effective management of fire and emergency services. Manage the monitoring and evaluation of the implementation of disaster management, fire and emergency services as well as ensuring that funds transferred are used for the intended purpose. Ensuring the establishment of disaster centres within the province and availability of assets and facilities for the function. Ensure that good relations are maintained between the department SALGA and municipalities (i.e. MEC, Mayors, Councillor’s and employees etc.) Determine key performance standards for the division and implement monitoring mechanisms. Manages and monitor division budget and action plans managing and exercise overall control
over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions. Managing of risk management indicators, quality assurance measures and transformation audits. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management within the division.

ENQUIRIES:
can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

POST 04/102

DIRECTOR: BUDGET PLANNING REF NO: COGTA (03/01/2020)

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

CENTRE:
Bhisho

REQUIREMENTS:

DUTIES:
Implement, monitor and review Departmental policies, procedures and processes related to Budget Planning and Management. Coordinate, review, analyse and quality assure financial supporting information for planning purposes. Manage, review and quality assure the budget preparation process. Manage roll- over, adjustment estimates, shifting of funds and virement processes. Provide advice and guidance to relevant role players on the use of forecasting methods and tools. Ensure compliance with GAAP and GRAP requirements. Analyse and interpret the requirement for monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action when required. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Coordinate the preparation and consultation for the MTEF budget process. Ensure appropriate regulatory reporting. Identify staff capacity needs and ensure training and development interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Provide strategic direction for budget planning and management within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

ENQUIRIES:
can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

POST 04/103

DIRECTOR: MUNICIPAL SUPPORT AND PERFORMANCE MANAGEMENT REF NO: COGTA (04/01/2020)

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

CENTRE:
Bhisho

REQUIREMENTS:
NQF Level 7 BSc / B-Tech in Civil Engineering / Build Environment Studies Qualification (NQF Level 7) is required. Professional registration with both ECSA (Engineering Council of South Africa) and SAPCMP (South African Council for the Project & Construction Management Profession) is required. Five (5) years’ experience in a middle management position and 5 years in the Senior Management will be added advantage. A valid code 08 driver’s license is compulsory. Competencies: Proven experience in project conception, planning, implementation and management. Proven stakeholder management experience including fundraising for project implementation. The applicant must have proven
experience in report writing, developing concept documents and general correspondence. Demonstrate ability and experience in developing budget to implement the Key Performance Areas of the Programme Management Unit. Proven presentation skills and ability to articulate government development programmes. Computer skills (with emphasis on Microsoft Word, Excel, Project and Power - point) are all mandatory.

**DUTIES**

Provide overall strategic direction to the Eastern Cape Programme Management Unit (PMU) office. Administer and programme manage the PMU’s PMSP (Provincial Municipal Support Programme) for implementation in municipalities. Coordinate and oversight the district based Programme Management Offices (PMOs) established in the 6 District Support Centres (DSC). Provide technical support on the development of district initiatives in support of the District Development Model. Provide infrastructure project planning, preparation and implementation support to municipalities. Provide access to infrastructure financing options by developing business cases in consultation with CoGTA, DBSA, other sector departments and PMU - PSC for submission to both public and private sector funders including National Treasury for funding. Ensure projects are executed on time, within budget and quality deliverables are achieved. Facilitate the process of conducting municipal capacity assessments in terms of Section 78 of the Municipal Systems Act of 2000. Facilitate the development and implementation of municipal integrated revenue management, enhancement and protection programmes. Develop, implement and maintain asset care programme within municipalities. Support the development and implementation of municipal plans targeting the development of local economies, small towns and townships. Facilitate access to mini grid for qualifying municipalities. Provide reports on the implementation of the programme to Municipal, Provincial and National Stakeholders in particular COGTA and DBSA.

**ENQUIRIES**
can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

**POST 04/104**

DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: COGTA (05/01/2020)

(This is a re-advertisement. Candidates who previously applied are encouraged to re-apply)

**SALARY**

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

**CENTRE**

Bhisho

**REQUIREMENTS**


**DUTIES**

Implement, monitor and review Departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental bank account. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Ensure the management of revenue collection and receipting. Perform month-end and year-end accounts closure process. Prepare quarterly and Annual Financial Statements and supporting working papers. Ensure the management of cash flow releases and reconciliations. Ensure management of creditors payments and reconciliation of accounts. Manage the allocated resources of the directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives. Manage receivables due to the Department, including the recording, collection, banking and write-off irrecoverable amounts. Manage
authorization and processing of salary payments, deductions and pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers of fruitless and wasteful expenditure. Manage all audit responses including the Auditor-General and Internal Audit. Identify staff capacity needs and ensure training and development interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

ENQUIRIES: can be directed to Mr S. Meligana at 040-940 7079/7080/7077

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Ground Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Vusumzi Booysen / M Mbangi/ Nomthandazo Xesha

CLOSING DATE: 14 February 2020

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

MANAGEMENT ECHELON

POST 04/105: CHIEF DIRECTOR: SPECIALISED LITIGATION UNIT REF NO: OTP 01/01/2020 (Fixed Term Contract of 12 Months)

Purpose: To manage and co-ordinate medico-legal claims against the Department of Health.

SALARY: R1 251 183 per annum (Level 14)

CENTRE: Bhisho

REQUIREMENTS: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years’ appropriate post qualification litigation and advisory experience, of which 5 years must have been at a senior management level. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/arbitration processes.

DUTIES: Monitor and coordinate the implementation of the medico-legal litigation management strategy. Manage and coordinate medico-legal litigation and
approved interventions. Build legal capacity within the Specialised Litigation Unit. Collect and monitor compliance with court orders. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Conduct research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

ENQUIRIES:
can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/106:
DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: OTP 04/01/2020
Branch: Financial Management Services

SALARY:
R1 057 326 per annum (Level 13) (All inclusive)

CENTRE:
Bisho

REQUIREMENTS:

DUTIES:
Manage Demand, Acquisition, Contract Management and Asset management (including inventory and disposal) functions of the department. Implement and promote BEE and PPPFA policies. Manage the Department’s LOGIS system. Develop, maintain and implement Supply Chain Management (SCM) policy, asset management policy, cell phone policy, transport management policy, inventory policy, disposal strategy, SCM frameworks and develop procurement delegations.
Develop the implementation guidelines for all practice notes/instructions and circulars issued by the Treasuries. Coordinate and develop the Department’s procurement plan and maintain a record of bids awarded. Manage contracts awarded and ensure delivery of goods and services accordingly. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconciliation of assets and update the asset register, including the maintenance of the assets. Provide advice and guidance and assistance on SCM matters. Oversee the stock management system of die Department. Manage the Departmental fleet.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/107: DIRECTOR: MANAGEMENT ACCOUNTING REF NO: OTP 05/01/2020

SALARY: R1 057 326 per annum (Level 13)
CENTRE: Bisho

DUTIES: Ensure the provision of financial planning and advisory services: Manage the planning and compilation of the departmental MTEF budget. Manage the compilation the adjustment estimates and annual cash flow for the department. Manage the loading of budget structure and budget. Provide advice and guidance on budget planning to programmes. Ensure budget preparation process and budget monitoring: Manage the monitoring, controlling and reporting of the departmental cash flow. Manage the compilation of IYM reports for the department. Provide advice and guidance on budget to programmes. Ensure the provision of financial records, accounting and reporting services: Control the management and administration of departmental debt and liabilities. Manage the clearance and reconciliation of suspense accounts. Ensure management of reconciliation of the PMG bank account. Compile the Interim and Annual Financial Statements. Manage the safeguarding and storage of financial records. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248
OTHER POSTS

POST 04/108 : MEDICAL SPECIALIST (GR3): SPECIALISED LITIGATION UNIT REF NO: OTP 02/01/2020 (X2 POSTS)
Fixed Term Contract of 12 Months
Purpose: To review medical case records and produce medical opinions and advice on medico-legal claims against the Department of Health.

SALARY : R1 467 651 per annum (OSD)
CENTRE : East London/Bhisho
REQUIREMENTS : Senior Certificate, MBCHB. Registration with the HPCSA as a medical doctor. Ten (10) years in medical practice after registration with the HPCSA as Medical Specialist. Specialist qualification in obstetrics or paediatrics, or extensive general medical experience with the ability to interpret obstetric and neonatal care. Certificate in evidence based training will be an added advantage.
DUTIES : Clinically review medical records. Provide structured opinions and advice. To advise on steps to minimize adverse outcomes that lead to litigation. Provide clinical expertise within the clinical team; Manage the process of developing evidenced based reports in relation to particular medico-legal cases. Consult with and provide the State Attorney with written advice on medico-legal claims. Manage area of responsibility: Clinically review medical case records in the light of potential and real litigation with respect to allegations of negligence resulting in substantial harm to patients of the department of Health – and to give advice on the appropriate medical remedy in managing such potential and real claims. To provide advice in a structured manner, including the use of IT databases and template reports. To advise the Department on the steps that can be taken to minimize adverse outcomes that lead to litigation, the decrease exposure to litigation and to minimise the legal and administrative damages that accrue. Fully understand the medical and legal implications of medico-legal litigation so as to ensure the best possible support that the legal team can provide. Review all litigation case files, and update these files on a regular basis, in order to ensure pro-active management of medico-legal cases. Attend all pre-trial consultations with the State Attorney, advocates briefed on behalf of the department, witness and experts. After conclusion of a litigious matter, a risk analysis must be conducted and addressed to the relevant facility manager with a plan for long-term risk management strategy designed in consultation with clinical managers.
ENQUIRIES : can be directed to Vusumzi Booysen/MMbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/109 : PRINCIPAL STATE LAW ADVISOR: SPECIALISED LITIGATION UNIT REF NO: OTP 03/01/2020
(Fixed Term Contract of 12 Months)
Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

SALARY : R1 285 158 per annum (OSD)
CENTRE : Bisho
REQUIREMENTS : Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years’ appropriate post qualification litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/arbitration processes.
DUTIES : Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Chief Director: SLU by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of
the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. For officials of the directorate. Provide financial administration support services to the directorate: Monitor budget expenditure patterns as well as monthly projections of the directorate. Capture and update expenditure.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/110: SENIOR STATE LAW ADVISOR: SPECIALISED LITIGATION UNIT REF NO: OTP 06/01/2020 (X3 POSTS)

Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

SALARY: R983 019 per annum (OSD)

CENTRE: Bhisho/ Mthatha

REQUIREMENTS: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years’ appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/arbitration processes.

DUTIES: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the
effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/111: STATE LAW ADVISOR: SPECIALISED LITIGATION UNIT LP8 REF NO: OTP 07/01/2020 (X4 POSTS) (Fixed Term Contract of 12 Months)

Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

SALARY: R899 016 per annum (OSD)
CENTRE: Bhisho/ Mthatha

REQUIREMENTS:
Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years’ appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/arbitration processes.

DUTIES: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the Department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually.
Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

ENQUIRIES: can be directed to Vusumzi Booyse/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/112: DEPUTY DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 09/01/2020
(Economic Development Cluster)
Re-advertisement

SALARY: R869 007 per annum (Level 12)
CENTRE: Bisho

DUTIES: Development of the integrated provincial medium and long term strategic plans and guide the implementation thereof: Develop and review the Provincial Development Plan (PDP) to guide long term planning in the province. Develop and review the 5 year implementation plan informed by global, continental, national and local sphere plans and frameworks. Collaborate with different spheres of government for the development of provincial and local plans, including the 5 year implementation plan so as to promote alignment. Coordinate the implementation of POA through the Cluster system. Coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Develop the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Coordinate sectoral macro planning and the adequate resourcing for the implementation thereof. Coordinate the development of provincial short term strategic plans and guide the implementation thereof: Coordinate and guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and compliance to planning frameworks. Coordinate and support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Manage the analysis of provincial and local plans. Draft the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Draft the analysis of IDPs to ensure alignment with government priorities and sectoral plans. Manage the allocated resources of the sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Vusumzi Booyse/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/113: DEPUTY DIRECTOR: INVESTIGATOR REF NO: OTP 08/01/2020 (X2 POSTS)
(Fixed Term Contract of 12 Months)
Purpose: To investigate all medico-legal claims against the Department of Health, and to determine the veracity thereof.

SALARY: R733 257 per annum (Level 11)
CENTRE: Bisho

DUTIES: Provide investigative support to the Office of the Premier: Render support in identifying, managing and facilitating the investigation of medico-legal claims reported to or identified by the Office of the Premier/Department of Health. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct investigations and liaise with Provincial Treasury, the Special Investigating Unit and the Directorate of Priority Crimes (Hawks). Prepare affidavits and evidence files and testify in civil and criminal cases. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, work plans and personal development plans (PDP’s) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/114: ASSISTANT DIRECTOR: PROVINCIAL ANTI-CORRUPTION & ETHICS REF NO: OTP 11/01/2020 Re-advertisement

SALARY: R470 040 per annum (Level 10)
CENTRE: Bisho

REQUIREMENTS: Senior Certificate, (NQF level 7) in investigation or Public Management. Certified as an Ethics Officer and Certified Fraud Examiner will be an added advantage. The candidate must have three (3) years’ experience within Anti-Corruption/Risk Management, Ethics building and investigation environment at a supervisory level 7/8. Demonstrate knowledge of all the legislation pertaining to Ant-Corruption (Corrupt Activities Act, Financial Intelligence Act; Protected Disclosures Act; Promotion Access to Information Act; Promotion of Administrative Justice Act; Prevention of Organized Crime Act). Knowledge in Forensic investigation, Internal practices, Public Service Act and Public Service Regulation 2016.

DUTIES: Provide support in reporting on anti-corruption cases pertaining to financial mismanagement, fraud and corruption. Maintain a provincial case records management system. Assist with the coordination and implementation of fraud prevention plans, ethics management plans and the provincial anti-corruption action plan by departments. Assist with the implementation of the provincial ethics building and management programmes. Assist in conducting ethics audits and coordination of fraud risk assessments within provincial government.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/115: FILLING CLERKS: SPECIALISED LITIGATION UNIT REF NO: OTP 13/01/2020 (X3 POSTS)
Fixed Term Contract of 12 Months)

SALARY: R173 703 per annum (Level 05)
CENTRE: Bisho
**REQUIREMENTS**

NQF Level 4, knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS).

**DUTIES**

Render an effective filing and record management service. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

**ENQUIRIES**

can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

**POST 04/116**

DATA CAPTURERS: SPECIALISED LITIGATION UNIT REF NO: OTP 12/01/2020

(Fixed Term Contract of 12 Months)

**SALARY**

R145 281 per annum (Level 04)

**CENTRE**

Bisho

**REQUIREMENTS**

NQF level 4 or 5 (A grade 12 certificate or equivalent with experience in usage of Microsoft Office packages (Word, Excel, Access). Accurate capturing of data with a neat methodical approach. Ability to check work accurately, have communication (both written and oral) skills and interpersonal skills. This position requires somebody who is self-motivated, committed to meeting quality standards and has ability to work under pressure.

**DUTIES**

Capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components

**ENQUIRIES**

can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

**POST 04/117**

MESSENGER: SPECIALISED LITIGATION UNIT REF NO: OTP 14/01/2020

(Fixed Term Contract of 12 Months)

**SALARY**

R122 595 per annum (Level 03)

**CENTRE**

Bisho

**REQUIREMENTS**

ABET Level 4 or NQF Level 1-3 must have a Junior Certificate or equivalent qualification with no experience. Knowledge of the performance of messenger and delivery related functions. The performance of driver related functions. Must have a valid Code 8 driver’s licence and PDP. Ability to work under pressure. Time management skills. Flexibility to work irregular hours. The successful candidate will be required to obtain a Secret Security Clearance.

**DUTIES**


**ENQUIRIES**

can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

APPLICATIONS
Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Free State Department of Health, Private Bag X227, Bloemfontein, 9301. Applications can also be hand delivered to the Free State Department of Health, Bophelo House’s entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION
Me P Mpu

CLOSING DATE
14 February 2020

NOTE
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS
POST 04/118
ASSISTANT DIRECTOR NURSING: PNA-7 REF NO: H/A/1
Directorate: Human Resource Development, Regional Training Centre

SALARY
R562 800 per annum (OSD)

CENTRE
Corporate Office, Bloemfontein

REQUIREMENTS
An appropriate Diploma/Degree in Nursing Education and Management. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC. Current Registration with South African Nursing Council. Valid driver’s license. Computer Literacy, Good communication and interpersonal skills. Good understanding of Skills Development policies and HIV/AIDS management and treatment policies and guidelines. Ability to work independently, strong negotiation and organizational skills. Possess conflict management & problem solving skills. Be able to work under pressure & extended hours. Be willing to travel extensively. Knowledge of ALL Clinical programs, including WBPHCOT Program.

DUTIES

ENQUIRIES: Me V N K Vanqa, Telephone number: (051) 408 1741 /1289

POST 04/119: CLINICAL PROGRAM COORDINATOR: GRADE 1 REF NO: H/C/6 (X4 POSTS)
Directorate: Human Resource Development, Regional Training Centre

SALARY: R444 276 per annum (OSD)
CENTRE: Corporate Office, Bloemfontein
REQUIREMENTS:
An appropriate Diploma/Degree in Nursing Education. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC. Current Registration with South African Nursing Council. Valid driver’s license and be willing to travel extensively. Computer literacy. Good communication and interpersonal skills. Good understanding of Skills Development policies and HIV/AIDS management and ALL treatment policies and guidelines. Ability to work independently, under pressure, strong negotiation, problem solving & conflict management skills. Knowledge of ALL Clinical programs, including WBPHCOT Program.

DUTIES:

ENQUIRIES: Me V N K Vanqa Tel No: (051) 408 1741 /1289

POST 04/120: DIETICIAN GRADE1 REF NO: H/D/2
Directorate: Human Resource Development, Regional Training Centre

SALARY: R317 976 per annum (OSD)
CENTRE: Corporate Office, Bloemfontein
REQUIREMENTS:
Bachelor Degree in Dietetics. Current Registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, whom it is not required to perform Community Service, as required in South Africa. Valid driver’s license. Computer literacy. Good communication and interpersonal skills. Good understanding of HIV and AIDS/TB management, treatment policies and guidelines. Ability to work independently & under pressure. Knowledge of ALL Clinical Programs.

DUTIES:

ENQUIRIES: Me V N K Vanqa, Telephone number: (051) 408 1741 /1289

POST 04/121: LIBRARIAN REF NO: H/L/4
Directorate: Human Resource Development, Regional Training Centre

SALARY: R257 508 per annum (Level 07)
CENTRE: Corporate Office, Bloemfontein
REQUIREMENTS:

DUTIES:
Keep up to date with newly released publications in order to select library resources. Promote the use of Centre of Excellence Library. Give support to Learners & Stakeholders. Manage resources allocated to the Unit.

ENQUIRIES: Me V N K Vanqa Tel No: (051) 408 1741 /1289
POST 04/122  :  MONITORING AND EVALUATION PRACTITIONER REF NO: H/M/3
Directorate: Human Resource Development, Regional Training Centre

SALARY   :  R257 508 per annum (Level 07)
CENTRE    :  Corporate Office, Bloemfontein
REQUIREMENTS  :  Diploma or relevant qualification in Monitoring & Evaluation. Valid driver’s license.
                  2 Years’ experience in monitoring & evaluation, in data management & skill smart system. Experience in audio-visual (AVC) system operation. Computer Literacy. Good communication & interpersonal skills. Ability to manage time excellently, be conscious about deadlines. Knowledge of the current health Information system operations. Ability to work independently, under pressure, strong negotiation skills. Willing to work extended hours & travel extensively. Intensive knowledge & application of Training Dora Indicators Knowledge of all Clinical training programs & policies & guidelines thereof.

DUTIES   :  Develop and implement M & E system and Policy for the Regional Training Center. Provide leadership & guidance in data reliability, completeness & accuracy. Analyze changes and patterns in key indicators, and information management performance reports & make recommendations and strategies to close the gap. Develop quality data monitoring tools & handle troubleshooting Provide capacity building to the team. Compile Reports

ENQUIRIES :  Me V N K Vanqa Tel No: (051) 408 1741 /1289
ANNEXURE U

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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 form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE: 14 February 2020

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

MANAGEMENT ECHELON

POST 04/123: CHIEF DIRECTOR: COMMUNICATIONS REF NO: REFS/004965

(Performance -based: 5 Year Fixed - Term Employment Contract)
Chief Directorate: Communications

SALARY: R1 251 183 per annum (all-inclusive salary package)
CENTRE: Johannesburg
REQUIREMENTS: A SAQA recognised NQF 7 qualification in Communications/ Linguistics/Public Relations or related discipline. 5 years’ experience in Communications at a Senior Managerial (Director) level. Knowledge of Media Regulations, Procedures, Public Service Policies, Regulations, and Acts, PFMA, Proven knowledge and experience of policy development and events management, Knowledge of report and speech writing.

DUTIES: Develop and implement a communications framework and strategy for e-GOV. Develop and implement a monitoring process for frequent update and review of the communication strategy, Facilitate the development and maintenance of an effective communication linkage with the relevant internal and external stakeholders. Consolidate and manage corporate communications within the department. Consolidate and strengthen external communication of the department. Implement and manage the GPG Media Centre. Implement a marketing, advertising and Public Relations strategy, Media Management: Provide advice on media patterns and formulate plans of action, Develop and implement a media protocol strategy, Analyse media operations and provide norms and standards pertaining to actions of engagement for the department, Initiate media workshops, conferences, briefings and events related to the Department Manage the human and financial resources of the Communications unit. Advise the MEC, HOD and the department broadly on communication and media liaison. Manage departmental events, strategy and media. Represent the Gauteng Department of e-Government in the provincial communication forum. Monitoring and liaison with media. Define and review on a continual basis the purpose, objectives, priorities and activities of the business unit. Participation in the organisational and Business unit’s strategic planning process. Active involvement in the development and
management of the strategic and business plans for the Corporate Management Business Unit. Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. To report to the HOD on a regular basis on the activities of the Business unit and on matters of substantial importance to the Administration. Active participation in the budgeting process at Executive and Business unit levels. Preparing of the Annual and Adjustment Budgets for the Business Unit. Direct responsibility for the efficient, economic and effective control and management of the Business unit’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Business unit. Reporting to the Chief Financial Officer on all aspects of the Communications Business Unit’s finances. Motivate, train and guide staff within the Communications Business Unit, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Unit. Monitor information capacity building within the Unit.

ENQUIRIES

Mr. E. Ogle Tel No: (011) 689 6861

POST 04/124

DIRECTOR: PROJECT MANAGEMENT REF NO: REFS/004966
(Performance based: 5 Year Fixed - Term Employment Contract)

Branch: ICT

SALARY

R1 057 326 per annum (all-inclusive remuneration package)

CENTRE

Johannesburg

REQUIREMENTS

An NQF level 7 qualification in Business Management/Information Technology. Minimum of 5 years at a middle management level in project management. At least 3 years project management experience in an IT environment is required.

DUTIES

Prepare baseline management documents. Design and apply an appropriate project management framework for the project. Perform effective project planning through the utilization of the accepted project management tools and methodologies. Plan and monitor the project by leading scope definition, communications plans and project schedules. Manage project risks, including the development of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage multiple project team’s staff and external resources (in-direct reports). Liaise and communicate with key stakeholders (e.g. senior government and business leaders, primary suppliers). Manage project administration and internal operations. Contribute specialist business skills as required by the major project. Oversee and manage projects executed and implemented by project managers (direct reports). Exercise prudent budget management, control and monitoring when implementing major projects. Key Performance: The Director: Project Manager will support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project. The incumbent will work with senior government officials and business leaders in developing business cases and implementation plans for major initiatives, game changers and flagship projects within the province. The Director: Project Manager will develop, drive and implement these long-term multi-year and large budget projects. Other required skills: motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organization, controlling, human resources management, accountability, risk identification, leadership.

ENQUIRIES

Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 04/125

TEAM LEADER- DOCUMENT MANAGEMENT CENTRE REF NO: REFS/004974

Directorate: Documents & Records Management

SALARY

R316 791 per annum (plus benefits)

CENTRE

Johannesburg
**REQUIREMENTS**
- Matric certificate plus NQF level 6 in Business Management or related with 2-3 years’ experience in Document Management. Advanced Computer skills. Supervisory orientation or Management training is essential.

**DUTIES**
- Manage implementation and provide guidance to the document management practitioners on ISO 9000 standards for electronic and physical content with emphasis on workflow and audit trails. Outline the job expectations, descriptions, duties and essential attributes required for document management practitioners. Conclude performance contracts, reviews and develop personal development plans for the document lifecycle management practitioners. To implement document management practices and to ensure that relevant aspects in terms of ISO 9000 standards. To ensure that information can be identified, traced and supplied when requested through the central query management solution. Manage staff performance viz attendance registers, daily reports, quality assurance, coaching, mentoring, training, induction and guidance of document management practitioners.

**ENQUIRIES**
- Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 04/126**
- **TEAM LEADER: RECORDS MANAGEMENT**
  - REF NO: REFS/004973
  - Directorate: Documents & Records Management
  - **SALARY**: R316 791 per annum (plus benefits)
  - **CENTRE**: Johannesburg
  - **REQUIREMENTS**: Matric certificate plus NQF level 6 in Archival Science/Library/Information Science or related with 2-3 years’ experience in Records Management. Advanced Computer skills. Supervisory orientation or Management training.
  - **ENQUIRIES**: Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 04/127**
- **PRACTITIONER - DOCUMENT MANAGEMENT CENTRE**
  - REF NO: REFS/004975
  - Directorate: Documents & Records Management
  - **SALARY**: R208 584 per annum (plus benefits)
  - **CENTRE**: Johannesburg
  - **REQUIREMENTS**: Matric certificate plus NQF 6 qualification in Business Management/Records Management/Logistics/Information Science or related, with 1-2 years’ experience in Document Management and Administration. Computer skills required.
  - **DUTIES**: Receipt, categorize, verification, registration, data capturing and scanning of all inbound mandates received from GPG Departments within the stipulated services level agreement. Categorization of mandates in accordance to mandate type and processing area. Registration of mandates onto Document Management System. Data capturing of metadata in line with mandate requirement. Preparation for scanning purposes. Image capturing/scanning of mandates and verification prior to delivery to processing business units. Identification of inaccurate routing within document management processes for Team Leader intervention.
  - **ENQUIRIES**: Mr. Oscar Baloyi Tel No: (011) 689 4648

**DEPARTMENT OF HEALTH**

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

**ERRATUM**: kindly note that the post of Head of Clinical Unit (Orthopaedics Department) for **CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC**
HOSPITAL: with Ref No: HCUORTHO/01/CMJAH/2020 advertised in the Public Service Vacancy Circular 3 dated 17 January 2020, the Notch have been amended as follows: R1 728 807 per annum. Previous applications will be still considered, and the closing date has been extended to 14 February 2020. We apologize for the inconvenience caused. FOR DR GEORGE MUKHARI ACADEMIC HOSPITAL): Kindly note that the posts of Operational Manager Nursing: Specialty with Ref No: 2020/DGMAH/05, Assistant/Area Manager Nursing Specialty Advanced Midwifery with Ref No: 2020/DGMAH/03, assistant/Area Manager Nursing Night Duty Services with Ref No: 2020/DGMAH/04, Operational Manager Specialty Ref No: 2020/DGMAH/05, Operational General Manager Nursing Night Duty with Ref No: 2020/DGMAH/06, Operational General Manager Nursing for Surgical Ward with Ref No: 2020/DGMAH/07, Case Manager with Ref No: 2020/DGMAH/09, Monitoring and Evaluation Auditor with Ref No: 2020/DGMAH/11, Administration Clerk: Secretary with Ref No: 2020/DGMAH/12, Administration Clerk: Labour Relations with Ref No: 2020/DGMAH/13 and Laundry Supervisor with Ref No: 2020/DGMAH/14 that are advertised in the Public Service Vacancy Circular 02 of 2020 dated 17 January 2020, the Salary package is plus benefits instead of all-inclusive package and kindly withdraw the Post: Clinical Engineer Technician (Level 07) Ref No:2020/DGMAH/10 . We apologize for any inconvenience caused.

OTHER POSTS

POST 04/128 : CLINICAL MANAGER REF NO: DYD 3/3/1/147
(Re-advertisement: (Applicants who previously applied are welcomed to re-apply.)

SALARY : R1 173 900 – R1 302 849 per annum

CENTRE : Dr Yusuf Dadoo Hospital

REQUIREMENTS : MBCHB or equivalent, PLUS current registration certificate with HPCSA as a Medical practitioner. A minimum of 4 years appropriate experience as a medical officer after registration with HPCSA as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. A Valid driver’s license (code B/EB) is an inherent requirement. Competency and skills in clinical domain: Computer literate, sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (word, excel, outlook, power point). Must be willing to work under pressure and stressful situations.

DUTIES : Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance protocols. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the provincial and National Standards. Assist with the implementation of ideal Hospital realisation and Maintenance Framework in the hospital. Develop, implement and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments / disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

ENQUIRIES : P.M. Sofohlo (CEO) Tel No: (011) 951-6161

APPLICATIONS : Applicants must quote the relevant reference number in the column indicated in the Z83 form and submit their applications to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE : Applications should include completed and signed Z83 form obtainable from any government institution, Curriculum Vitae (CV) with three referees, certified copies of Qualifications, RSA ID document and driver’s licence all valid for 3 months. People with disability are encouraged to apply. Correspondence will be limited to shortlisted candidates only. Please note that this is a re-advertisement, applicants
who applied before can re-apply. Failure to comply with the above instructions will disqualify applicants.

**CLOSING DATE**: 14 February 2020

**POST 04/129**: MEDICAL SPECIALIST – GRADE 1 REF NO: MRH /02/2020

Directorate: Internal Medicine

**SALARY**:
- Grade 1: R1 106 040 per annum (TCE Package)
- Grade 2: R1 264 623 per annum (TCE Package)
- Grade 3: R1 467 651 per annum (TCE Package)

**CENTRE**:
Mamelodi Regional Hospital

**REQUIREMENTS**:
MBCHB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Internal Medicine. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.

**DUTIES**:
Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

**ENQUIRIES**:
Ms KH Mokwana Tel No: (012) 841 8387

**APPLICATIONS**:
Applications to be sent to Mamelodi Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

**NOTE**:
Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE**: 14 February 2019

**POST 04/130**: VICE PRINCIPAL (SINGLE NURSING COLLEGE) REF NO: CHBNC/MNG/JANUARY 2019

Directorate: Nursing Education and Training

**SALARY**:
R84 618 per annum (all-inclusive remuneration package of which a portion can be structured)

**CENTRE**:
Chris Hani Baragwanath Nursing College

**REQUIREMENTS**:
Senior Certificate or equivalent qualification. Degree/Diploma in Nursing and a post basic qualification in Nursing Education and Nursing Administration. A Master’s degree is a pre-requisite. Registration with South African Nursing Council (SANC). A minimum of ten (10) years appropriate or recognizable nursing experience after registration as Professional Nurse and Midwife of which four (4) years must be appropriate or recognizable experience in Nursing Education and minimum of two (2) years’ experience as Head of Department in Nursing Education after obtaining a post basic qualification in Nursing Education. Facilitation and presentation skills. Good communication (verbal & written), organisational and problem-solving skills. Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Driver’s License.

**DUTIES**:
Manage the education and training of Nurses. Manage clinical learning exposure to learners between college and clinical areas. Manage the college in the absence of the Principal. Develop and ensure implementation of quality assurance programme. Collaborate with other stakeholders and build a sound relationship within the department. Develop policies, standard operational procedure, norms and standards and ensure the implementation thereof. Monitor and evaluate the implementation of all training programmes. Support the mission and promote the image of the College. Supervision of staff. Monitor employee’s performance in
terms of the performance management system. Maintain sound labour relations through proper discipline. Oversee the supervision of students. Monitor the evaluation of academic performance. Maintain accountability and responsibility of team leader to a group of students. Supervise marking and moderating theoretical and practical examinations.

ENQUIRIES : Ms P.C Sithole Tel No: (011) 983 3069
APPLICATIONS : Applications must be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Berthesham, 2013.
NOTE : Applications must be submitted on a Z83 form with your C. V, valid certified copies of your I.D, current SANC receipt, valid driver's license and qualifications. Certified copy of service records from accredited Nursing Education institution. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to the security clearance process (citizenship, criminal records, qualification and financial records). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). The selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Incomplete applications or applications received after closing date will not be considered. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 14 February 2019 12hoo
POST 04/131 : OPERATIONAL MANAGER NURSING SPECIALTY PAEDIATRIC (WARD (X1 POST)
Directorate: Health
SALARY : R562 800 – R633 432 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 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 in Child Nursing.
DUTIES : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of child health as per guidelines and policy. Participate in the analysis, formulation and implementation of pediatric guidelines.
ENQUIRIES : Ms KF Mabuza Tel No: (011) 812 5000
APPLICATIONS : must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
CLOSING DATE : 14 February 2020
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**SALARY**

R562 800 – R633 432 per annum

**CENTRE**

Pholosong Hospital

**REQUIREMENTS**

A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 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 in Theatre Science.

**DUTIES**

Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of theatre operations as per guidelines and policy. Participate in the analysis, formulation and implementation of theatre guidelines

**ENQUIRIES**

Ms KF Mabuza Tel No; (011) 812 5000

**APPLICATIONS**

must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**

Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

**CLOSING DATE**

14 February 2020

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<th>POST 04/133</th>
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**SALARY**

R562 800 – R633 432 per annum

**CENTRE**

Pholosong Hospital

**REQUIREMENTS**

A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 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 as an advance midwife

**DUTIES**

Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of maternal health as per guidelines and policy. Participate in the analysis, formulation and implementation of maternal guidelines

**ENQUIRIES**

Ms KF Mabuza Tel No; (011) 812 5000

**APPLICATIONS**

must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**

Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

**CLOSING DATE**

14 February 2020
**POST 04/134**  :  OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: HRM 4/2020 (X3 POSTS)

Directorate: Nursing Services

**SALARY**  :  R562 800 per annum (plus benefits)

**CENTRE**  :  Sterkfontein Hospital

**REQUIREMENTS**  :  Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognised experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognisable experience in the management of Psychiatric patients after obtaining the Advanced Psychiatric Qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, Regulated Norms & Standards and other legislative framework. Computer literacy and valid driver’s license.

**DUTIES**  :  Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, Leave Management and Supply Chain Management Procedures. Ensure effective, efficient coordination and integration of Quality specialised nursing care and Management of complex Psychiatric cases through implementation of Advanced Procedures and Nursing interventions that are in accordance with the Developed Care Plan and Best Practice Standards. Compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Participate in Hospital Committees, Training, Coaching and Mentoring of young nurses.

**ENQUIRIES**  :  Ms. M.M. Sono Tel No: (011) 951-8202

**APPLICATIONS**  :  must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**  :  Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE**  :  14 February 2020 @ 12H00

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**POST 04/135**  :  OPERATIONAL MANAGER NURSING SPECIALTY REF NO: OMSP/16/CMJAH/16/2019

Directorate: Paediatric Nursing Department

(Re-advertisement: candidates who applied previously may re-apply.)

**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 Child 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 Child Nursing qualification. Computer literacy will be added advantage.

**DUTIES**  :  To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors,
other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To 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. To 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.

ENQUIRIES: Ms. M.O. Khumalo Tel No: 011 488 3113
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 ID), 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.

CLOSING DATE: 14 February 2020

POST 04/136: CHIEF PHYSIOTHERAPIST GRADE 1 (X1 POST)
Directorate: Health

SALARY: R466 119 – R517 326 per annum
CENTRE: Pholosong Hospital
REQUIREMENTS: Bsc Degree in Physiotherapy. Current/annual Registration with the HPCSA as a Physiotherapist. 3 years working experience, Excluding 1 year community service. Computer literacy is highly desirable.

DUTIES: Plan and implement a cost effective sustainable physiotherapy service. Apply knowledge of evidence based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist supervision and training of assistants. Implement and manage the Performance management and development system in the department. Monitor and evaluate high standards of quality assurance. Contribute effectively in staff meeting, team meetings, committee meetings and multidisciplinary meetings. Take on a leadership role and attend meetings and hospital functions in the absence of the head of department. Promote and retain good working relationship with referring facilities.

ENQUIRIES: Ms CK Selepe Tel No: (011) 812 5000
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 14 February 2020

POST 04/137: OPERATIONAL MANAGER (GENERAL) PNA5 REF NO: HRM 5/2020 (X3 POSTS)
Directorate: Nursing Services

SALARY: R444 276 per annum (plus benefits)
CENTRE: Sterkfontein Hospital
REQUIREMENTS: Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC
will be an added advantage. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognisable experience in working in a psychiatric unit and management of Psychiatric Patients. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, Regulated Norms & Standards and other legislative framework. Computer literacy and valid driver’s license. Have innovative, creative, emotional intelligence and collaborative skills.

**DUTIES**

Deputize for Nursing Managers in their absence and take charge of the hospital after hours, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Ensure effective and efficient coordination and integration of Quality specialised nursing care through compliance to Batho Pele Principles, Mental Health Care Act procedures and current Regulated Norms and Standards. Drive the implementation of the National Nursing Strategy. Participate in the hospital committees, training, coaching and mentoring of young nurses.

**ENQUIRIES**

Ms. M.M. Sono Tel No: (011) 951-8202

**APPLICATIONS**

must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**

Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE**

14 February 2020 @ 12H00

**POST 04/138**

**CLINICAL PROGRAMME COORDINATOR (EMPLOYEE WELLNESS) REF NO: DYD 3/3/1/148**

**SALARY**

R444 276 - R500 031 per annum

**CENTRE**

Dr Yusuf Dadoo Hospital

**REQUIREMENTS**

diploma in nursing (R425 or equivalent). National Diploma in Occupational Health Nursing Science and knowledge and experience of EAP, HIV/AIDS and OHS. Proof of registration with SANC. A minimum of seven years’ experience as a professional nurse, 2 years of the period above must be in the implementation of health and wellness programs: EAP, HIV/AIDS, STI, TB and OHS. Must be computer literate and have valid driver’s license. Knowledge of the Public Service Act and Regulations, EHWP strategic framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and guidelines. Sound organizing, planning, presentation and facilitation skills. Counselling, decision making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

**DUTIES**

Provide operational and effective management of the integrated Employee Health and Wellness Program which includes the following policy and procedures: strategy development implementation in line with the Public Service framework pillars. Provide confidential assessment, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and maintain the employee health and wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW programs to enhance the health and wellness of the employees that will promote, protect and restore employee’s health within a safe working environment. Work close to OHS programme Coordinator in performing Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Be available to cover nursing management office hours for career development.

**ENQUIRIES**

Ms. D.S Ngwenya Tel No: (011) 951-6045

**APPLICATIONS**

should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.
NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications. Failure to submit all the requested documents will result in the application not being considered.

CLOSING DATE: 14 February 2020

POST 04/139: OPERATIONAL MANAGER: PATIENT CARE (DAY AND NIGHT) REF NO: MRH/03/2020
Directorate: Nursing

SALARY: Grade 1: R444 276 per annum
Grade 2: R515 010 per annum

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Basic qualifications accredited with SANC in terms of Government notice R425, Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of Seven (7) years appropriate experience and recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. One-year Postgraduate Diploma/Degree in Nursing Management. Sound interpersonal and good communication skills. Knowledge of regulations and legislative framework. Computer literacy: Basic computer literacy as a support tool to enhance service delivery.

DUTIES: Demonstrate an in-depth understanding of nursing legislations and, related legal and ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice by the nursing teams (units) and institution. Demonstrate basic understanding of Human Resource and Financial Policies and Practices. Effective leadership in managing disciplinary processes and conflict resolution. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the units adhere to the Ministerial Priorities; Batho Pele principles, Patients Right Charter, Demonstrate effective communication with patients, community, supervisors, other health professional and all colleagues. Complex report writing when required. Manage and Monitor proper utilization of Human Resources, Financial Resources and Physical Resources. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Be knowledgeable regarding Labour Act practices. Perform any other authorised and legal delegated duties.

ENQUIRIES: Ms. Sylvia Mahlangu Tel No: (012) 841 8490

APPLICATIONS: Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted together with a Z83, CV, Certified copies of ID and Qualifications.

CLOSING DATE: 14 February 2020

POST 04/140: SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SDHS 2020/01/08 (X1 POST)
Directorate: Sedibeng District Health Services
Re-Advertisement: Applicants who previously applied are encouraged to re-apply

SALARY: R384 228 – R445 425 per annum (Plus benefits)

CENTRE: Sedibeng District Health Services

REQUIREMENTS: The candidate should have Grade 12 Certificate. A Four-year Degree in Social Work with registration with SACSSP as a Social Worker. Minimum of seven (7) years’ experience in social worker with the SACSSP. Proof of current registration with South African for Social Services. A minimum of 3 years’ experience in health care environment will be an added advantage. Previous experience with mentoring or supervision of students and subordinates. Knowledge of Public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector. Ability to work within a multidisciplinary team. A driver’s license and computer will be an advantage.

DUTIES: Coordinate Social Work services in the District. Overall management and clinical supervision of staff. Implementation of the supervisor policy and the PMDS system.
Manage and support the Social Work at the facility within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance programme and implementation of corrective measures. Provide input to risk management and initiate the department. Manage assets and all human and financial resources of the Social Work department. Prepare and analyse monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Represent the department and District at various forums and meetings as per delegation, internally and externally implement the decision and plans taken at department and District level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable. Sign performance contract on annual basis.

ENQUIRIES
Ms. E.M. Ngale Tel No: (016) 950 6174/6202

APPLICATIONS
Quoting the relevant reference number, direct applications to the HR Manager- Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE
Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE
14 February 2020

POST 04/141
ASSISTANT MANAGER HEALTH PROMOTION REF NO: SDHS 2020/01/09 (X1 POST)
Directorate: Health Promotion
Re-Advertisement: applicants who previously applied are encouraged to re-apply

SALARY
R376 596 per annum (plus benefits)

CENTRE
Sedibeng District Health Services

REQUIREMENTS
The candidate should have Grade 12 and, should be in possession of a recognized Diploma/Degree. A minimum of 5-10 years appropriate/ recognizable experience in Health. At least three (3) years of the period referred to must be appropriate/recognizable experience at SCLO/CCLO level. Knowledge of policies regarding Health Promotions services: District Health System, National Health Act, PFMA and other relevant legislation is a requirement. The required skills are computer literacy, report writing, good communication skills and ability to work under pressure and meet deadlines. A valid driver’s license is essential.

DUTIES
Plan, lead, organize and co-ordinate all Health Promotion activities in the District. Support the implantation of ideal Clinics. Lead the Health Lifestyle Campaign. Prepare operational plans and quarterly and annual reports. Prepare and manage a budget for Health Promotion Unit. Ensure quality improvement of the programme. Coordinate the activities of SCLOs. Coordinate the management of information, education, communication (IEC) material. To facilitate and coordinate HP support during the disease Outbreak. Carry out other relevant duties as may be delegated by senior management. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

ENQUIRIES
Ms. S. Sejake, Tel. No (016) 950 6019

APPLICATIONS
Quoting the relevant reference number, direct applications to the HR Manager- Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE
Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result
in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

**CLOSING DATE** : 14 February 2020

**POST 04/142** : ASSISTANT DIRECTOR CORPORATE SERVICES REF NO: ADM/2020/01

**SALARY** : R376 596 – R 454 920 per annum (plus benefits)

**CENTRE** : Lebone College of Emergency Care

**REQUIREMENTS** : Grade 12 with 10 years’ experience or. An appropriate tertiary qualification i.e. certificate, higher certificate, diploma or Degree in either Human Resources Management, Public Administration, Finance or Supply Chain Management with at least 5- 10 years work experience in Management. Sound knowledge and practice of the public service policies, legislation and prescripts including systems and procedures. 5 – 10 years’ experience in institutional Administration, Student Affairs, Human Resource, Facility Management, Fleet Management, ICT, Finance and Supply Chain Management. Must have functioned as a multidisciplinary team leader and must have advanced Project Management certification. Valid code 08 driver’s license is essential. Good interpersonal, report writing, and communication skills is essential.


**ENQUIRIES** : Mr TF Motimane Tel No: (011) 564 2013

**APPLICATIONS** : must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or PO Box 26876, Gezina 0031 or apply online at: www.gautengonline.gov.za

**CLOSING DATE** : 14 February 2020

**POST 04/143** : OPTOMETRIST (GRADE 1) REF NO: SDHS 2020/01/06 (X2 POSTS)

Directorate: Sedibeng District Health Services

**SALARY** : R317 976 per annum (plus benefits)

**CENTRE** : Health Programmes

**REQUIREMENTS** : Grade 12 Certificate. The candidate is required to have a Bachelor of Optometry or National Diploma: Optometry (4 years) or B. Tech (Optometry). Registered with the HPCSA as an independent practitioner with Diagnostic Privileges. A minimum of two (2) years appropriate experience in Optometry and Eye Health. Proof of current registration with HPCSA. A valid driver’s is essential. A Copy of the identity document should be attached. Sound knowledge of government and HPCSA regulations, policies and legislation. Sound knowledge and relevant experience in Eye Health Diagnostic procedures. Have knowledge of health education and promotion. Be service oriented and to detail. Have good judgment, critical thinking
and decision-making skills. Be patient empathetic and compassionate. Be able to communicate effectively with technical and non-technical personnel at various level in the organization and be part of the multi-disciplinary team. Highly motivated and enthusiastic to contribute to Eye Health services. Prepared to go an extra mile. Excellent time management, organizational skills, good computer skills, people management skills, self-motivated and goal orientated, analytical and solution oriented, ability to thrive well under pressure.

DUTIES: Investigate and analyze test result and develop a treatment and management plan. Conduct screening and comprehensive eye and visual examinations. Prescribe therapeutic procedures to correct or conserve vision. Provide health education and counselling to promote eye health. Participate in planned health awareness campaigns and outreach to communities. Capture data from patients daily as well as referral given. Write and submit monthly and quarterly reports and maintain records thereof. Be able to conduct the necessary patient and condition specific eye examinations like annual fundoscopy for diabetics as prescribed and eye screening as per the road to health card. Present and share unusual clinical cases with other practitioners in the district for learning purposes. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. L.S. Lechela Tel No: (016) 950 6143
APPLICATIONS: Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE: 14 February 2020

POST 04/144: DIAGNOSTIC RADIOGRAPHER GRADE 1 – 3 (X1 POST)
Directorate: Health

SALARY:
Grade 1: R317 976 – R361 872 per Annum (Plus Benefit)
Grade 2: R372 810 – R426 291 per Annum (Plus Benefit)
Grade 3: R439 164 – R532 959 per Annum (Plus Benefit)

CENTRE:
Pholosong Hospital

REQUIREMENTS:
3 years National Diploma in Radiographer/ 4 years Degree. Current registration with HPCSA as a qualified Diagnostic Radiographer with CT experience. Diagnostic Radiographer Grade 1: Community service completed. One year relevant experience after registration with the HPCSA in the relevant profession. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession. Grade 3: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession.

DUTIES:

ENQUIRIES: Ms CK Selepe Tel No: (011) 812 5000
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 14 February 2020
POST 04/145: SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/01/06 (X2 POSTS)
Directorate: Rehabilitation

SALARY: R257 592 – R298 614 per annum (plus benefits)
CENTRE: Midvaal Sub-District (X1 Post)
Emfuleni Sub-District (X1 Post)

REQUIREMENTS: Grade 12 Certificate. The candidate is required to have Bachelor’s Degree in Social Work. Registration with South African Council for Social Worker. Proof of current registration with South African for Social Services. Computer literacy. Valid driver’s license is essential. 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.

DUTIES: Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups families and communities through relevant programs. Conduct psycho social assessment and apply relevant intervention. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individual, families and communities. Attend staff meeting, social work forums quality assurance meeting. Complete monthly stats, reporting writing and other administrative task for social work services. Liaise/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plan for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patient Right. Take instruction as directed by the supervisor. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. E.M. Ngale Tel No: (016) 950 6174/6202
APPLICATIONS: Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE: 14 February 2020

POST 04/146: SOCIAL WORKER REF NO: CHBAH 282 (X1 POST)
Directorate: Employee Health and Wellness Program

SALARY: R257 592 per annum (All-inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. Grade 1: No experience required after registration with the SACSSP as Social Worker. (Less one year from experience for candidates appointed from outside the public service after complying with registration. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written
and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

**DUTIES**

Render effective social work service about the care, support, protection and development of the employees’ health and well-being. Monitoring the child care facilities within the institution. Organising the wellness Events and trainings for the employees. Co-ordinate HIV and Aids in the workplace. Promoting and marketing the Employee Health and wellness Programme within the institution. Identifying the needs of the employee and make recommendation on appropriate intervention for addressing the needs. Attending meetings PILLIR Committee, Reasonable Accommodation, EAP meetings. Keep up to date with new development in the social work and Employee Health and wellness programmes. This would inter alia, entail the following: study professional journal and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest development in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job. Carry out delegated duties. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Communicate effectively with all stakeholders. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

Ms. Z. Mothibeli Tel No: (011) 933 8913/9034/9033

**APPLICATIONS**

should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

14 February 2020

**POST 04/147**

**SOCIAL WORKER- GRADE 1**

**SALARY**

R257 592 per annum (plus benefits)

**CENTRE**

ODI District Hospital
REQUIREMENTS: Candidate must be in possession of Grade 12 qualification. Four years degree in Social Work or appropriate qualification that allows registration with South African Council for Social Services Profession (SACSSP). Registration certificate and proof of current registration with SACSSP. No experience required after registration with SACSSP as a Social Worker. Computer literacy, good communication skills, interpersonal skills, problem solving skills, organising skills, knowledge of relevant policies, acts, protocols and guidelines. Valid driver's license.

DUTIES: To ensure health care social worker services are rendered through the promotion of social change, problem solving in human relationships, the empowerment and liberation of people to enhance social wellbeing. Complete monthly statistics, report writing and other administrative task for social work services. Implement and contribute to proper utilization of allocated financial and physical resources. Implement quality improvement plan for social work services. Ensure adherence to government policies and protocols, Batho Pele and patients’ rights.

ENQUIRIES: Ms. P Muruge Tel No: (012) 725 2389

APPLICATIONS: Applications to be sent to ODI District Hospital. Hand post and other means of posting delivery to ODI District Hospital, Klipgat road, Mabopane, HRM Section or posted to: ODI District Hospital, Private Bag X509, Mabopane, 0190. Attention: HR section.

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies (not older than six months) of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE: 14 February 2020

POST 04/148: ADMINISTRATION OFFICER FACILITY MANAGEMENT UNIT (X1 POST)
Directorate: Health

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

CENTRE: Pholosong Hospital

REQUIREMENTS: Grade 12 or NQF Abet level 4 plus 3 years’ experience in Faculty management. Passed trade test in Building will be an added advantage.

DUTIES: Monitor the credibility of technical Data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation and infrastructure projects in the institution, monitoring contractors from the appointment date, plan and execute inspections on infrastructure projects (Building, Electrical and mechanical). Implement condition inspection on projects (maintenance and infrastructure projects) Facilitate and resolve problems. Supervise and monitor performance of staff in FMU and property caretakers. Perform any other relevant duties as delegated by the manager.

ENQUIRIES: Ms OR Mashiyane Tel No: (011) 812 5000

APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 14 February 2020

POST 04/149: LOGISTICAL SUPPORT OFFICER REF NO: MRH/ 04/2020 (X1 POST)
Directorate: Supply Chain

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

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: An appropriate Degree / National Diploma in Supply Chain Management or relevant qualification with 3 years’ experience. Grade 12 or equivalent qualification with 10 years’ experience in Demand, Acquisition, Warehouse and Transit. Knowledge and understanding of procurement policy and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract
Management. Candidate must have good communication skills, both verbal and written, problem solving skills. Initiative and interpersonal skills. Highly motivated, result orientated and have the ability to plan. Working knowledge of SAP and SRM. Proven computer literacy is essential. Ability to work under pressure and a valid driver’s license is required.

**DUTIES**

Ensure compliance with all elements within SCM, policies and procedures that regulate and govern supply chain management processes. Provide an efficient Supply Chain Management service. Assist management to implement and maintain procurement systems. Check Procurement request in accordance with and in adherence with procurement policies and procedures and proper usage of supplier’s database to achieve BBBEE targets. Ensure proper update of procurement Registers for requisitions. Prepare monthly procurement reports. Check and monitor requisitions captured on SRM. Follow up with HPC for creating purchase orders. Expedite purchase orders. Monitor progress of the unit and report to management on weekly basis. Ensure all GRVs are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to procurement, provide advice and guidance as and when required. Provide guidance and support to End- users. Facilitate all contract management processes. Update contract management registers. Ensure proper control and management of stores. Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit. Assist with web cycle and SAP related activities.

**ENQUIRIES**

Ms KH Mokwana Tel No: (012) 841 8387

**APPLICATIONS**

Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

**NOTE**

Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than three months. If you did not hear from us within three months, consider your application as unsuccessful. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the applications will be disqualified from being processed.

**CLOSING DATE**

14 February 2020

**POST 04/150**

**HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: MRH/05/2020**

Directorate: Human Resource

**SALARY**

R257 508 – R303 339 per annum (Level 07)

**CENTRE**

Mamelodi Regional Hospital

**REQUIREMENTS**

A three year Diploma or Degree in HRM/HRD or related qualification with a minimum of three years’ experience in Training and Development. Knowledge of the Skills Development Act, Public Service Act, Skills Levies Act, SAQA, NQF, NSDS, Employment Equity Act. Good communication skill, Facilitating and Presentation skills, negotiation, problem solving and analytic skills, report writing skills and computer literacy, (MS Word, Excel, PowerPoint, Persal).

**DUTIES**

Duties. Coordinate orientation and induction programme. Coordinate Skills Audit and training needs analysis process. Coordinate, develop and implement the Workplace Skills Plan (WSP), identify and liaise with training providers. Ensure effective coordination of internal and external training programmes. Ensure effective HRD administration such as up to date training database, management of the training budget; compile quarterly and annually reports. Coordinate the AET programme. Submit an approved WSP/ATR for the organisation, implement leadership, internship and experiential learning programmes. Compile and submit various reports to management. Serve as an advisor and secretary during training committee meetings. Monitor the implementation of PMDS and advise management and staff on the PMDS. Facilitate the implementation of employment equity and perform any other duty delegated by the CPO/HR Manager.

**ENQUIRIES**

Mr. Sekuruba Mofokeng Tel No: (012) 842 0961

**APPLICATIONS**

Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.
NOTE : Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 14 February 2020

POST 04/151 : MATERIAL RECORDING OFFICER REF NO: CHBAH 286 (X1 POST)
Directorate: Supply Chain Management (Acquisition)

SALARY : R257 508 per annum (Level 07) (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Standard 10 (Grade 12) certificate. 3 - 5 years’ experience in Acquisition, Demand and Warehouse administration. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Experience and qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster.

DUTIES : Monitoring and supervision of RFQ team. Create requisition on SRM. Make follow up with Gauteng Department of Health (HPC) with regards to creation of purchase order numbers. Attend to end users’ queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Assistant Manager. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Knowledge of expediting, transit in and GRV processes. Assist in institutional stock collection between various institutions. Provide supervision and sign up performance management and development system with junior colleagues at your section. Sign a performance contract on annual basis. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Doing the performance evaluation of the sub ordinates.

ENQUIRIES : Ms. TTT Ravele Tel No: (011) 933 9748

APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to
utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 14 February 2020

**POST 04/152** : COMMUNICATION OFFICER REF NO: CHBAH 281 (X1 POST)

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

**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS** :
- Three years diploma in Journalism/Public relation or any related field. Computer literacy (Ms Office). Minimum of three (3) years experiences in media and communication. Understand the developing of media trends. Computer knowledge (software InDesign, adobe, script writing, research, proof reading, editing, content management and project, management. Knowledge of office management environment. Ability to handle conflicts. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organise and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of various media platforms. Knowledge of the Batho Pele Principles. Experience in office administration or communication will be added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES** :
- To coordinate activities for events, launches, promotions and any other communication related activities. To gather intelligence within the organisation to facilitate effective communication through posters and articles. Coordinate the execution of format and the themes for the internal articles and other internal communications. Compile content of articles for newsletter and identify content for the articles. Cultivate relationships with internal and external clients to ensure fulfilment of their communication needs. Compile a database of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Optimise the organisation’s digital medium as a communication tool. Implement the corporate identity of the department. Ensure the effective flow of information and documents to and from responsible office. Provide administration support in the office of the Deputy Director. Ensure safe keeping of all documentation in the office. Draft documents as required. Compile the weekly and monthly reports. Distribute correspondence, agendas, reports, and documents. Administer the in and out flow of correspondence, agendas, reports, submission, memos and letters. Coordinate and manage meetings, workshops. Assist with various administrative duties as assigned by the Deputy Director. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

**ENQUIRIES** : Mr N Mazibuko Tel No: (011) 933 8433/8124

**APPLICATIONS** :
- Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE** :
- Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was
unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 14 February 2020
POST 04/153: HUMAN RESOURCE OFFICER REF NO: SDHS 2020/01/07 (X1 POST)
Directorate: Human Resource Department

SALARY: R257 508 per annum (Level 07) (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: National Diploma/Degree in Human Resource or equivalent or Grade 12 qualification and at least 3 years’ experience in Human Resource. Preference will be given to candidates with Recruitment and selection experience. Knowledge and experience of PERSAL system. Knowledge of the district health system and Primary Health Care. Knowledge of Public Service Act, Public Finance Management Act, Public Service Regulations, Recruitment and Selection Policy and other employment related legislative prescripts that govern recruitment and Selection and Human Resource Management. Interpretation of Regulations and Legislative framework related to Personnel administration. Good understanding of the National government, GPG Environment and functional responsibilities of the Department. Ability to interact at strategic level and implement turn-around strategies. Supervisory, planning and organizational skills. Must be able to work under- pressure. 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.


ENQUIRIES: Ms. M. Leonard Tel No: (016) 950 6168
APPLICATIONS: Quoting the relevant reference number, direct applications to the HR Manager- Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
CLOSING DATE: 14 February 2020
POST 04/154

HEALTH PROMOTION SENIOR COMMUNITY LIASON OFFICER (SCLO) REF NO: SDHS 2020/01/10 (X1 POST)

Directorate: Health Programmes

SALARY: R257 508 per annum (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: The candidate should have Grade and a recognized 3 year’s degree / Diploma qualification or equivalent with 5 or more years of experience in Health. Computer literacy. Flexibility and ability to adapt to changes. Coordination and supervision skills. Good communication skills (written and verbal), strong interpersonal relationship skills. Experience in working with community structures such as Non-Profit Organizations. Ability to liaise with stakeholders within the District. Valid Driver’s license.
DUTIES: Provide support and guidance to sub-district health promotion staff for the implementation of National and Provincial priority preventative programmes. Participate in operational planning and implementation of strategies to meet sub-district objectives. Coordinate healthy lifestyle campaigns. Support the implementation of Ideal Clinics. Prepare weekly, monthly and quarterly plans and reports. Ensure quality improvement of the programme. Coordinate the management of information, education, communication (IEC) material within their sub-district. Assist Disease Outbreak Response Team whenever necessary. Carry out other relevant duties as may be delegated by the Program Manager. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
ENQUIRIES: Ms. S. Sejake Tel No: (016) 950 6019
APPLICATIONS: Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
CLOSING DATE: 14 February 2020

POST 04/155

CHIEF ADMINISTRATION CLERK REF NO: DYD 3/3/1/149

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Diploma in Public Administration with (3 years supervisor skills/as a supervisor or grade 12 with 7 years’ experience as a supervisor in patient admin Computer Certificate (Ms word, power point and excel). Good verbal and written communication skills, good interpersonal skills and excellent report writing skills, knowledge of PAAB system. Knowledge of patient affairs, porter service and mortuary services and kit-room service records and archives services. Must be able to work under pressure and meet time frames.
DUTIES: Overall management of patient admin. Manage and oversee patient activities compile down time report, classify/reclassify patient correctly manage-discharge from the wards from the system, manage wards in respective of ordering of stock, record management and other related administration work. Implement internal control measures and procedures in line with PFMA, SCM, UPFS and administration procedure manuals, hold sectional meetings, training staff contract officials on PMDS and conduct quarterly reviews. Implement Labour Relations policies and grievances procedures. Compile quarterly report and monthly stats and submit to management.
ENQUIRIES: Ms. M Mabuso Tel No: (011) 951-6045
APPLICATIONS: Applications should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications. Failure to do so will lead to disqualification of your application.

CLOSING DATE: 14 February 2020

POST 04/156: CLINICAL ASSOCIATE REF NO: DYD 3/3/1/150 (X1 POST)

SALARY: R257 508 – R303 339 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: 3 years Bachelor of Clinical Medical practice (BMCP) current registration with medical and dental board of health professional council of SA as a clinical associate. Psychomotor skill to be able to perform clinical/medical skilled procedures. Clinical problem-solving skills and time management in a district hospital. Previous work experience will be added as advantage in the field of clinical associate work.

DUTIES: Perform patient centred consultation across all ages in a district hospital. Apply clinical reasoning in the assessment and management of patients. Perform investigation and therapeutic procedure appropriate for district hospital. Provide emergency care. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Dr Moundika-Kibamba JC Tel No: (011) 951-6181

APPLICATIONS: Applicants must quote the relevant reference number in the column indicated in the Z83 form and submit their applications to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include completed and signed Z83 form obtainable from any government institution, Curriculum Vitae (CV) with three referees, certified copies of Qualifications all valid for 3 months. Correspondence will be limited to shortlisted candidates only. Failure to comply with the above instructions will disqualify applicants.

CLOSING DATE: 14 February 2020

POST 04/157: PROFESSIONAL NURSE: GENERAL NURSING GRADE 1 REF NO: DYD 3/3/1/151 (X4 POSTS)

SALARY: R256 905 – R297 825 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Basic R425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as professional Nurse and Midwife. Registration with the SANC as Professional Nurse and Proof of current registration.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing 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 effective communication with patients, supervisors and other clinicians, including report writing. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively amicably with the persons of diverse intellectual, cultural, racial or religious difference. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele) Nursing values and 6 priorities area) willing to work shifts including night duty in different departments.

ENQUIRIES: Ms. D Ngwenya Tel No: (011) 951-6045

APPLICATIONS: Can be delivered to: Dr Yusuf Dadoo Hospital, Cnr Memorial and hospital Street, Krugersdorp, 1739 or posted to Dr Yusuf Dadoo Hospital, Private bag X2006 Krugersdorp 1739.

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/document. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC.

CLOSING DATE : 14 February 2020

POST 04/158 : PROFESSIONAL NURSE (GRADE 1) REF NO: DYD 3/3/1/152

SALARY : R256 905 – R297 825 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Grade 12 certificate, basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South Africa Nursing Council (SANC) as a professional Nurse and Midwife. Certificate of registration with the SANC as a professional Nurse and proof of current registration. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC.

DUTIES : To assist in planning/ organizing and monitoring of the objective of the specialized unit in consultation with Operational Manager and subordinates. To delegate duties and support staff in the execution of operating theatre patient care. To provide direct and indirect supervision of all Nursing staff/ CSSD staff and to give guidance. To do readjustments as required on the staff to provide adequate Nursing cover. To ensure accurate record keeping and providing statistical information on the procedure done in theatre. Coordination of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Manage effectively the utilization and supervision of resources i.e Human Financial, and Services participate in relevant research of the unit and provision of effective training. Provision of effective support to Operational Manager to ensure quality health outcomes. Maintain professional growth/ ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and Quality care. Participate in ensuring that the unit is complaint with Ideal Hospital Realization Framework. To be conversant with Quality Assurance Policy Guidelines on prevention and reporting of patient safety incidents. Support provision of Batho Pele principles and patient centred nursing care. Ensure clinical nursing practice by nursing teams in accordance with the scope of practice. Monitoring of financial resources with emphasis on cost containment.

ENQUIRIES : D.S. Ngwenya Tel No: (011) 951 6045
APPLICATIONS : Applicants must quote the relevant reference number in the column indicated in the Z83 form and submit their applications to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE : Applications should include completed and signed Z83 form obtainable from any government institution, Curriculum Vitae (CV) with three referees, certified copies of Qualifications including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualification 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 5/1993. Dr Yusuf Dadoo Hospital reserves the right to utilize practical exercises/ test for Non-SMS positions during the recruitment process to determine the suitability of candidate for the post(s).

CLOSING DATE : 14 February 2020

POST 04/159 : FOOD SERVICE MANAGER REF NO: DYD 3/3/1/153
(Re-advertisement: (Applicant who previously applied are welcome to re-apply)

SALARY : R208 584 –R245 694 per annum (Level 06)
CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Grade 12 certificate and National Diploma in Food Service Management. 3-5 years experience as a supervisor in food service department, computer certificate (Ms Word, power point, excel) Good verbal and written communication skills, good interpersonal skills and excellent report writing skills.

DUTIES: Direct control and supervise food service department and food production staff. The planning of all menus for all diets ordering of supplies and control of the storage and issuing there of the planning of the food budget and control of the food expenditure by means of cost effective measures and the implementation of prescribed procedures in service training of food service staff as well as performance management of staff members implementation knowledge of ACT and regulation legislative framework in relation to food service stock control monitoring and managing food service activities liaise with the hospital dietician. Provide leadership to supervisors, ensure cleanliness in the food area and ensure effective security measures are implemented. Contract employees on PMDS and conduct quarterly reviews. Implement Labour Relation policies.

ENQUIRIES: Ms. GS Mazibuko Tel No: (011) 951-6217

APPLICATIONS: Applications should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications failure to do so will lead in to disqualification of your application.

CLOSING DATE: 14 February 2020

POST 04/160: PHARMACIST ASSISTANT (POST-BASIC) REF NO: SDHS 2020/01/11 (X1 POST)

Directorate: Pharmaceutical Service

SALARY: R208 383 per annum (Plus benefits)

CENTRE: Sedibeng District Health Services

REQUIREMENTS: The candidate should have Matric and, as required by the training facility and the SAPC plus Post Basic Pharmacist Assist Qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Registration with the South African Council (SAPC) AS Post Basic Assistant. Profile: Basic Communication skills. Interpersonal skills, literacy skills. Ability to operate equipment/machine. Basic knowledge of good manufacturing practice and standard operating procedure. Basic knowledge of good manufacturing practice and standard operating procedure. Basic knowledge of pharmaceutical processes e.g. weighing, mixing, etc. Relevant legislation and policies. Awareness of financial implications of stock. Awareness for the need of continuous supply of medication. Recording keeping. DSM-relevant aspects e.g. expiry dates. Product names. Use of master batch documents. Collect, organize and analyze information.


ENQUIRIES: Ms. S. Tayob Tel No: (016) 950 6092

APPLICATIONS: Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE: Applications must be submitted on form z83,(115,727),(995,987) obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in
according to the Employment Equity target of the Department. Preference will be given to people with disability.

**POST 04/161**

**ADMINISTRATION CLERK REF NO: SDHS 2020/01/05**

Directorate: Sedibeng District Health Services

**SALARY**

R173 703 per annum (Level 05) (plus benefits)

**CENTRE**

Office of the Director: Corporate Services

**REQUIREMENTS**

Grade 12 certificate. Candidate will be subjected to a practical assessment. Strong computer skills (Word, Excel, Power Point). 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. Must have the ability to use own initiative and meet deadlines. Candidates should have experience of working in a high-level environment where confidentiality is vital. Must be able to work under pressure.

**DUTIES**

Receive telephone calls, messages and e-mails and channel to the relevant role players. Monitor and order office supplies. Operate office equipment such as fax machines and photo copiers. Filing and tracking of documents. Type correspondence and reports. Take minutes of meetings. Draft letters and submissions. Maintain office equipment. Liaise with internal and external personnel. Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.

**ENQUIRIES**

Ms. M. Leonard Tel No: (016) 9506168

**APPLICATIONS**

Quoting the relevant reference number, direct applications to the HR Manager - Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**

Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

**CLOSING DATE**

14 February 2020

**POST 04/162**

**FORENSIC OFFICER REF NO: REFS/004969 (X2 POSTS)**

Directorate: Forensic Pathology Service

**SALARY**

R173 703 – R204 612 per annum (Level 05) (plus benefit)

**CENTRE**

Sebokeng FPS

**REQUIREMENTS**

Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

**DUTIES**

Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene
in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Mr P Denner Tel No: (016) 988 9720
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC). It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE: 14 February 2020

POST 04/163: FORENSIC OFFICER REF NO: REFS/004970
Directorate: Forensic Pathology Service

SALARY: R173 703 – R204 612 per annum (Level 05) (plus benefit)
CENTRE: Springs FPS
REQUIREMENTS: Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES: Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Mr D Mkhabela Tel No: (011) 811 9652
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHMS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE: 14 February 2020

POST 04/164: ADMINISTRATION CLERK: FACILITY MANAGEMENT UNIT (X1 POST)
Directorate: Health

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Pholosong Hospital
REQUIREMENTS: Grade 12 or NQF Abet level 4. Computer literacy and Experience in Facility Unit will be an added advantage. Knowledge of e-maintenance system in Facility management unit. Good understanding of day to day maintenance activities. Written and verbal communication skills are necessary, sound knowledge of PFMA and OHS Act regulations applicable within government sector.

DUTIES: The incumbent must be responsible for office administration within the FMU such as taking minutes, reporting faults, building inspection/ audits, daily walkabouts, fault verification and closing of completed jobs. The candidate must report maintenance related issues through E-Maintenance as well as liaise effectively with DID from time to time to follow up on maintenance progress. Ensure good record keeping pertaining to all repairs. Compile weekly records of all reported faults. Attend meeting inside and outside hospital in the absence of the FMU manager.

ENQUIRIES: Ms OR Mashiyane Tel No: (011) 812 5000
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 14 February 2020

POST 04/165: STAFF NURSE GRADE 1 REF NO: DYD 3/3/1/154 (X2 POSTS)
CENTRE: Dr Yusuf Dadoo Hospital

SALARY: R171 381 – R192 879 per annum
REQUIREMENTS: Qualification that allows registration with SANC as staff nurse. Current registration with SANC as a Staff Nurse.

DUTIES: Execute nursing care plans for patients. Monitor vital and Observe reactions to Medication and treatment. Promote and Maintain hygiene, comfort and re-assurance of patients’ administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance,
ENQUIRIES: Ms D. Ngwenya Tel No: (011) 9516045
APPLICATIONS: Must be submitted to: Dr Yusuf Dadoo Hospital, Cnr Hospital and Memorial Street or posted to Private Bag X 2006, Krugersdorp, 1740.
NOTE: 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/document. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC.

CLOSING DATE: 14 February 2020

POST 04/166: NURSING ASSISTANT GRADE 1 REF NO: DYD 3/3/1/156 (X1 POST)

SALARY: R132 525 – R149 163 per annum
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of the team.

DUTIES: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standard as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.

ENQUIRIES: Ms D. Ngwenya Tel No: (011) 9516045
APPLICATIONS: Must be submitted to: Dr Yusuf Dadoo Hospital, Cnr Hospital and Memorial Street or posted to Private Bag X 2006, Krugersdorp, 1740.
NOTE: Fully completed Z83, CV, certified copy of ID, proof of registration and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE: 14 February 2020

POST 04/167: SECURITY GUARD REF NO: DYD 3/3/1/155

SALARY: R122 595 - R144 411 per annum (Level 03)
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Grade 10 or equivalent. Relevant experience with PSIRA Grade c security certificate. Minimum of 3-5 years' experience. Knowledge of control of access to public premises and vehicle ACT 53 of 1985. Understands security acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal record.

DUTIES: Search for prohibited items. Search vehicles at all the times when entering the hospital premises and leaving. Ensure that all visitors’ vehicle and staff are parked at the appropriate bays. Check the building at regular interval, wards, offices block and workshop area and look for suspicious objects, report incidents breaches in the occurrence book (OB). Keep control of visitors register. Render escort services
to staff, visitors and patients when a need arises. Vehicles searching and enforce
departmental policies.

ENQUIRIES : Ms GS Mazibuko Tel No: (011) 951-6217
APPLICATIONS : should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006,
Krugersdorp, 1739.
NOTE : Applications should include Z83, CV, and certified copies of ID and Qualifications
failure to do so will lead in to disqualification of your application.
CLOSING DATE : 14 February 2020
POST 04/168 : GROUNDSMAN REF NO: REFS/004971
Directorate: Forensic Pathology Service
SALARY : R102 534 – 120 780 per annum (Level 02) (plus benefit)
CENTRE : Springs FPS
REQUIREMENTS : ABET certificate, experience and equivalent qualification in grounds maintenance
will be an added advantage.
DUTIES : Maintain premises and surroundings: Clean premises and surroundings, empty dirt
bins, driveways, parking areas and court yards.; maintain the garden: Watering the
garden, Prune and trim flowers and trees, Mow the lawn/grass, remove the weeds
and garden refuse, apply insecticides, cultivate the soil for trees and flowers;
Maintain gardening equipments and tools: Detect and report malfunctioning of
gardening equipment and tools and repair minor defects of gardening equipment
and tools. Performs other job related duties and those that may be assigned by the
manager from time to time.
ENQUIRIES : Mr D Mkhabela Tel No: (011) 811 9652
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45
Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be
posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
NOTE : Application must be submitted on Z83 form, obtainable from any Public Service
Department or on www.dpsa.gov.za/documents, certified copies of ID,
qualifications and Curriculum vitae with a detailed description of duties and the
names of two referees must accompany your application. Successful candidates
will be subjected to OHS medical surveillance as required by HBA regulations
within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a
legislative requirement that all newly appointed staff members are subjected to
Personnel Suitability Checks (PSC) - verification, upon appointment within the
Department. This verification process entails reference checks, identity
verification, qualifications verification, criminal records checks as well as a credit/
financial stability checks. The Department of Health is committed to providing
equal opportunities and practises, Affirmative action employment. It is our intention
to promote representatives (race, gender, disability) in the Department through the
filling of these posts and candidates whose transfer, promotion, or appointment will
promote representatives will receive preference. The successful candidate will be
required to enter into an employment contract and sign an annual performance
agreement. All applicants are required to declare any conflict or perceived conflict
of interest. All applicants are required to disclose membership of Boards and
directorships that they may be associated with. The successful candidate will have
to annually disclose her or his financial interests. NB as of 1st July 2006, all new
appointments in the public service have to be part of the Government Employee
Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy.
Correspondence will be limited to shortlisted candidates only. If you have not been
contacted within three months after the closing date of this advertisement, please
accept that your application was unsuccessful.
CLOSING DATE : 14 February 2020
POST 04/169 : STORE ASSISTANT REF NO: DYD 3/3/1/157 (X2 POSTS)
SALARY : R102 534 –R120 780 per annum (Level 02)
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : A minimum of Grade 10 or Abet level 4. Ability to read and write, communication
skills.
DUTIES: Unpacking the stock and equipment in general store, delivery of stock to wards and departments. Cleaning of stores as well as messenger duties related to stores department and any other tasks given by the supervisor. Remove assets identified for disposal from the end-users to the disposal stores.

ENQUIRIES: Ms. MM Jooste Tel No: (011) 951-6124

APPLICATIONS: should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications failure to do so will lead in to disqualification of your application.

CLOSING DATE: 14 February 2020

POST 04/170: LAUNDRY AID REF NO: DYD 3/3/1/158 (X2 POSTS)

(Re-advertisement)

SALARY: R102 534 – R120 780 per annum (Level 02)

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Abet level 4 be able to read and write. Basic numeric and literacy skills Communicate well with other people laundry experience will be added advantage.

DUTIES: Sort, count and record dirty linen Iron fold, count and record laundry and seal linen bags collect and deliver linen bags to and from all departments load in and off load the linen bags. Operate various laundry i.e. washing, dryers, ironing and pressing. Assist with mending clothes when needed.

ENQUIRIES: Ms. MM Jooste Tel No: (011) 951-6124

APPLICATIONS: should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications failure to do so will lead in to disqualification of your application.

CLOSING DATE: 14 February 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

NOTE: Requirement of applications: 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).

ERRATUM: Kindly note that the post of Office Manager: Office of the HOD with Ref No: REFS/004941 advertised in the Public Service Vacancy Circular 03 dated 24 January 2020, the Salary of the post has been amended as follows: R869 007 per annum (All-inclusive package). The closing date has been extended to the 14 February 2020.

MANAGEMENT ECHELON

POST 04/171: DIRECTOR: SERVICE DELIVERY REF NO: REFS/004961

SALARY: R1 057 326 per annum (All-inclusive package)

CENTRE: Johannesburg Region
REQUIREMENTS: Grade 12 plus NQF Level 7/Degree in Public Administration. 7 – 10 years relevant experience in a Housing delivery environment and Housing Subsidy Administration and Customer Relations Management. A valid driver's licence. Competencies: Sound Management and leadership skills; Strategic Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance.

DUTIES: Managing and overseeing the administration of housing Subsidy System. Allocation and Beneficiary management daily. Manage and oversees the overriding process on the HSS on a regular basis and manage the processing of rejections of Subsidy Applications. Provide strategic direction, leadership and management in the Service Delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff. Champion the facilitation of portfolio of evidence and generation of monthly and quarterly reports.

ENQUIRIES: Mr. C Pitso Tel No: (011) 085 2531/2557 – collin.pitso@gauteng.gov.za

APPLICATIONS: Please apply online at www.gautengonline.gov.za

CLOSING DATE: 28 February 2020

OTHER POSTS

POST 04/172: DEPUTY DIRECTOR: SERVICE DELIVERY REF NO: REFS/004962

SALARY: R733 257 per annum (All-inclusive package)

CENTRE: Johannesburg Region

REQUIREMENTS: Matric plus B Admin degree/NQF Level 7 in Public Administration or equivalent. Minimum of 4-5 years’ experience in the Housing delivery environment and Customer Relations Management.

DUTIES: To facilitate and coordinate the implementation of Demand Database/Needs Register and Customer Registration, Subsidy and Beneficiary Administration, Queries and Complaints Resolutions related to Housing, as well as giving support to projects implementation and other business Units pertaining to all Housing Programmes in the Department. Ensure effective and efficient Customer Service delivery, Community outreach Programmes, as well as Stakeholder liaison and participation within the Region. Adhere to Batho Pele principles. Report writing

ENQUIRIES: Mr. C Pitso Tel No: (011) 085 2531/2557 – collin.pitso@gauteng.gov.za

APPLICATIONS: Please apply online at www.gautengonline.gov.za

CLOSING DATE: 21 February 2020

POST 04/173: CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: REFS/004964

SALARY: R718 059 – R766 278 per annum (All-inclusive package). Salary will depend on the experience of the successful candidate.

CENTRE: Tshwane Region – Cluster 1


DUTIES: Facilitate, coordinate and monitor the implementation of Housing and Essential Service Delivery Programmes in the Tshwane Region. Oversee project management processes applied by management, PRT’s and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, and monitor and expedite submission and processing of claims. Be responsible for general
management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial and departmental policies and other relevant legislation.

**ENQUIRIES**
Ms Zodwa File
Tel No: (012) 303-3302

**CLOSING DATE**
28 February 2020

**APPLICATIONS**
Please apply online at www.gautengonline.gov.za

**POST 04/174**

**ASSISTANT DIRECTOR: SERVICE DELIVERY – CUSTOMER REGISTRATION**

**REF NO:** REFS/004963

**SALARY**
R376 596 per annum

**CENTRE**
Johannesburg Region

**REQUIREMENTS**

**DUTIES**
To manage and monitor registration of beneficiaries on National Housing Needs Register (NHNR). To ensure that all captured potential beneficiaries are registered and updated on NHNR. To generate potential beneficiary list from the NHNR. Provide the municipality with pre-screened list of potential beneficiaries. Liaise with PRT’s and relevant stakeholders. To do quality checks on all registrations made. Respond to queries emanating from registration processes. Prepare periodic management reports. Staff Development and Management. Perform Level 2 overrides. Ensure effective flow of information and documents management in the unit.

**ENQUIRIES**
Mr. C Pitso
Tel No: (011) 085 2531/2557 – collin.pitso@gauteng.gov.za

**APPLICATIONS**
Please apply online at www.gautengonline.gov.za

**CLOSING DATE**
14 February 2020

**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.

**CLOSING DATE**
14 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 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.

**OTHER POSTS**

**POST 04/175**

**HEAD OF INSTITUTION**

**REF NO:** SD/2020/01/15

**SALARY**
R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum.

**CENTRE**
Mary Moodley Child & Youth Care Centre

**REQUIREMENTS**
Bachelor's Degree in Social Science. Current Registration in terms of Social Services Act 110 of 1978 as amended. Good knowledge and understanding of
relevant legislation and regulation that govern the area of work. Ten (10) years of
generic practice as a Social Work after registration with SACSSP as a Social
Worker. Minimum of five (5) years management experience within the Social
Welfare environment in the Public Sector at a level of a Policy Developer or
Supervisor. Relevant exposure to management of Social Welfare Institutions. Valid
driver’s license. Skills and Competencies: Good strategic planning and capability,
change management, financial management, project management skills. Strong
client orientation. Good conflict resolution and people management skills.
Computer literate. Excellent verbal and written communication.

DUTIES: Management of the Institution in accordance with all applicable legis-
ations (including governance & stake holder relations). Management of all Social Welfare
Service Delivery Programmes and all supporting professions in the Institution.
Manage all support functions (HR, SCM, Finance, Auxiliary, etc). Provide strategic
leadership to the Institution, including operational planning, performance
monitoring and evaluations. Management the development and implementation of
policies and standard operating procedure related to all core and support functions.
Manage Quality Assurance and Quality Improvement processes in the Institution.
Promote the development of children and youth care services.

ENQUIRIES: Ms Thandiwe Mbhense Tel No: (011) 355 7703
APPLICATIONS: can be delivered to- The Gauteng Department of Social Development, Head

NOTE: Errors & Omissions Expected: The Department reserves the right to fill or not to fill
this position(s). NB: The selection and appointment of candidates is subject to
positive vetting and verification requirements as per government policy and
procedures.

POST 04/176: SENIOR ADMIN OFFICER: INTERNAL CONTROL REF NO: SD/2020/01/16

SALARY: R316 791 per annum (plus benefits)
CENTRE: Johannesburg Head Office
REQUIREMENTS: A three year Tertiary qualification in the field of internal Auditing. 2-3 years
experience in Internal Control and/or Internal Auditing field. A valid code B driver’s
license. Demonstrate up to 3 years experience in detailed technical knowledge of
PFMA, Treasury regulations, PSA, PSR, SCM prescripts and all other legal
prescripts that govern the operations, control environment and governance
frameworks of the public service and the ability to apply such technical knowledge.
Skills and Competencies: Analytical thinking, mathematical, interpersonal,
planning and organizing, statistical, report writing and time management skills.
Honesty and integrity, Objectivity and independence, Attention to details and
confidentiality.

DUTIES: Testing and monitoring of control environment and offer technical guidance, advice
and support on control deficiencies. Plan and organise assessments to be
undertaken at allocated departmental sites within group plan agreed upon
timelines and for juniors assigned to mentor. Identify early warning mechanism
possible risks imposed by the control deficiencies and/or audit infringements and
link to the work of the Risk Management sub – unit and audit action plans for further
assessment and monitoring with minimal assistance from Supervisors. Test and
monitor the quarterly key controls. Consolidate the assessment report for
translation into dashboard reported to the audit committee, HOD and Treasury
without assistance from Supervisors. Receive audit findings, review for points of
clarity with auditors prior to disseminating to relevant managers for responses
thereto within agreed upon timelines.

ENQUIRIES: Ms Salome Moloi Tel No: (011) 227 0062
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: Ms S Moloi Tel No: (011) 227 00062
NOTE: The selection and appointment of candidates is subject to positive vetting and
verification requirements as per government policy and procedures.
The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.

APPLICATIONS: To be posted to: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION: Ms N Ngcobo

CLOSING DATE: 14 February 2020 (Applications received after this date will not be accepted).

NOTE: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver’s license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from us within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the 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.

MANAGEMENT ECHELON

POST 04/177: CHIEF DIRECTOR: TRADITIONAL RESOURCE ADMINISTRATION REF NO: 1/2020 (TRA)

Chief Directorate: Traditional Resource Administration

Re-Advertisement: All applicants who applied previously need to re-apply if they wish their applications to be considered

SALARY: R1 251 183 - R1495 956 per annum (All inclusive SMS management service package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognised by SAQA in Public Administration/ Business Management or related qualification coupled with 5 years’ experience at a senior managerial level within the Traditional Affairs/ rural environment and their institutions. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: -Knowledge of relevant legislation and policies, Knowledge of legal prescripts guiding the traditional institution, Knowledge of public service prescripts, Knowledge of working with different communities e.g. Traditional or Rural, Knowledge of financial management prescripts that guide Traditional Councils, Knowledge of integrated approach to service delivery, Understanding and extensive knowledge of traditional institution, Understanding protocols of the clients, Knowledge of financial management and programme management, Knowledge of dominant languages spoken in the provinces for communicating with clients, Good planning, organising, leadership skills, Team development and decision making skills, Networking and presentation skills, Community development and researching skills, Good interpersonal relations as
well as the ability to communicate well (written and verbal), Computer literacy in MS Office, A valid driver’s license.

**DUTIES**: The successful candidate will be required to provide support to the functioning of the Houses of Traditional Leaders with the following key responsibilities: - To enhance good governance and public participation within traditional institutional structures, To implement and monitor legislation compliance in traditional institutions, To coordinate administrative and operational support to the Houses and Traditional Councils, To coordinate and implement capacity building programs in traditional institutions, Render sub-programme manager functions.

**ENQUIRIES**: Mr S Gumede at 033 897 3833

**OTHER POSTS**

**POST 04/178**: DEPUTY DIRECTOR: WATER AND SANITATION REF NO: 1/2020 (MID)
Chief Directorate: Municipal Infrastructure
Directorate: Sector Co-Ordination and Planning
Re-Advertisement: All applicants who applied previously need to re-apply if they wish their applications to be considered

**SALARY**: R869 007 - R1 023 645 per annum (All Inclusive Middle Management Service Package)

**CENTRE**: Pietermaritzburg

**REQUIREMENTS**: The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in the field of Development/ Built Environment or related qualification coupled with 3 years junior management experience in public sector/ municipal sector/ water and sanitation provision. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge of relevant legislation & policies, Knowledge of the structure and functioning of government, Knowledge of service delivery policy, Knowledge of water and sanitation delivery; legislation, processes and policies; the structure of the water and sanitation sector as well as the functioning of government, Knowledge and application of project management, Awareness & understanding of the service delivery environment, Good team development, decision making and problem solving skills, Well developed conceptual and applied research skills and stakeholder management, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

**DUTIES**: The successful candidate will be required to facilitate municipal basic service delivery with the following key responsibilities:-Establish forums for co-ordination of water and sanitation delivery, Support provision of Free Basic Water and Sanitation, Research and develop water and sanitation strategies, new and alternative technology, Coordinate the water and sanitations, Monitor and evaluate provision of Free Basic Water and Sanitation, Implement municipal capacity building programmes, Manage the resources of the sub-directorate

**ENQUIRIES**: Ms N Dipa at 033-3556188

**POST 04/179**: DEPUTY DIRECTOR: HOUSE OF TRADITIONAL LEADERS REF NO: 2/2020 (TRA)
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support
Re-Advertisement: All applicants who applied previously need to re-apply if they wish their applications to be considered

**SALARY**: R869 007 - R1 023 645 per annum (All Inclusive Middle Management Service Package)

**CENTRE**: Uthukela

**REQUIREMENTS**: The ideal candidate must be in possession of a minimum relevant National Diploma or NQF level 6 as recognized by SAQA in Public Administration/ Business Management or related qualification coupled with 3 years relevant junior management experience within the Traditional Affairs/ rural environment and their institutions. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: -Knowledge of relevant legislations as well as financial management prescripts to guide Traditional Councils, Knowledge and
understanding of Traditional Institutional Governance, Knowledge of National, Provincial and Public Service Policies and Practices, Knowledge of prescripts that guide Public sector, Knowledge of Financial, Procurement and Human Resource Management, Knowledge of integrated approach to service delivery and programme management, Good interpersonal relations as well as the ability to communicate well (written and verbally), Good planning, organising, controlling skills, Good analytical, team development and decision making skills, Leadership, networking and presentation skills, Community development and researching skills, The ability to be assertive, diplomatic and tactful as well as the ability to practice conflict resolution, Computer literacy in MS Office, A valid driver’s license.

DUTIES:
The successful candidate will be required to manage the provision of administrative and financial support to the Traditional Institutions, with the following key responsibilities: Manage the overall functioning of the Local House, including all resources, Manage the provision of logistical, transport and auxiliary support services to the Local House, Assist in advising Municipalities on customary law, customs, traditional leadership and traditional communities within the District Municipality, Assist in advising the District Municipality on the development of planning frameworks and by-laws that will impact on Traditional Communities, Provide support to Traditional Councils, Ensure effective and efficient management of resources.

ENQUIRIES:
Mr S Gumede at 033 897 3833

POST 04/180:
DEPUTY DIRECTOR: FIRE AND RESCUE SERVICES REF NO: 1/2020 (DM) (X2 POSTS)
Chief Directorate: Disaster Management
Directorate: Disaster Management Services
Re-Advertisement: All applicants who applied previously need to re-apply if they wish their applications to be considered

SALARY:
R733 257 - R863 748 per annum (All Inclusive Middle Management Service Package)

CENTRE:
Pietermaritzburg

REQUIREMENTS:
The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Fire Technology/ Emergency Management/ Safety Management or related qualification coupled with 3 – 5 years junior management experience in fire and rescue services. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: -Knowledge of fire and rescue services regulations and policies, Ability to analyse and interpret policies, Good communication skills (written and verbally), Good planning, organising and controlling skills, Team development and decision making skills, Leadership and presentation skills, Office management and document tracking skills, Computer literacy in MS Office, A valid driver's license.

DUTIES:
The successful candidate will be required to deal with all matters pertaining to fire services management at district and local municipalities with a specific region with the Province of KwaZulu-Natal with the following key responsibilities: Facilitate development and implementation of plans, legislative frameworks and strategies, Facilitate the establishment and effective functionality of fire services, Facilitate with establishment and maintenance of IGR structures in fire and rescue services, Co-ordinate improved response mechanism to fire and rescue incidents, Coordinate stakeholders to comply with National and Provincial imperatives.

ENQUIRIES:
Mr S Ngema at 033 846 9014/9015

POST 04/181:
INTERNAL CONTROL OFFICER REF NO: 1/2020 (IC) (X2 POSTS)
Office of the Head of Department
Directorate: Internal Control

SALARY:
R316 791 - R373 167 per annum

CENTRE:
Pietermaritzburg

REQUIREMENTS:
The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA with Accounting/ Auditing /Internal Auditing as major coupled with 1- 2 years’ experience in Accounting/ Auditing/ Risk Management field. IAT/PIA/CIA will be an added advantage as well as knowledge...
of TeamMate. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of public sector, local government and public/private entities system, Knowledge of relevant legislation/statutes, including: Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Knowledge of risk analysis/management, internal control procedures, and risk management practices, Knowledge of auditing and internal auditing standards, and service delivery (Batho Pele), Knowledge of Public Service Code of Conduct, Provincial Treasury Practice Notes and advanced MS office applications, Good problem-solving, analytical and numeracy skills, Good analytical and quantitative method tools skills, Good report writing skills, Policy interpretation and analysis skills, Financial management skills, Good organising, and presentation skills, Good communication skills (verbal & written), Good interpersonal relations skills, Computer literacy in MS office, A valid drivers licence.

**DUTIES**

The successful candidate will be required to provide an effective and efficient departmental risk management services in terms of legislative mandates with the following key responsibilities: Conduct internal control inspections to identify lack/ineffective internal control management systems within the department, Implement effective and efficient internal control policies, frameworks and procedure manuals throughout the department, Implement internal control monitoring and evaluation mechanisms within the department, Provide transversal support, advice and guidance in terms of internal control prescripts, Participate in the compilation of reports to the executive authority on internal control management compliance programmes, Provide input on the development of departmental internal control policies, frameworks and procedure manuals.

**ENQUIRIES**

Ms T Dinga at 033 3952057

**POST 04/182**

**RISK MANAGEMENT OFFICER REF NO: 2/2020 (IC) (X3 POSTS)**

Directorate: Internal Control

**SALARY**

R316 791 - R373 167 per annum

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**

The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA with Accounting / Auditing / Internal Auditing as majors plus 1-2 years' experience in Accounting and Auditing/ Internal Control/ Risk Management field. CFE, IRMSA Risk Practitioner, CIA will be an added advantage as well as knowledge of TeamMate and CURA. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of public sector, local government and public/private entities systems, Knowledge of relevant legislation/statutes including Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Knowledge of risk analysis/management, internal control procedures, and risk management practices, Knowledge of auditing and internal auditing standards, Knowledge of service delivery (Batho Pele) and Public Service Code of Conduct, Problem solving, analytical and numeracy skills, Analytical and quantitative method tools skills, Problem solving and good interpersonal relations skills, Basic financial management skills, Report writing skills, Policy interpretation and analysis skills, Financial management, organising and presentation skills, Statistical and quantitative analysis skills. Self-discipline and ability to work under pressure within minimum supervision, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers license.

**DUTIES**

The successful candidate will be required to provide an effective and efficient departmental risk management services in terms of legislative mandates with the following responsibilities: Conduct risk management investigations to identify lack/ineffective risk management systems within the department, Implement effective and efficient risk management policies, frameworks and procedure manual throughout the department, Implement risk management monitoring and evaluation mechanisms within the department, Provide transversal support, advice and guidance in terms of risk management prescripts, Participate in the compilation of reports to the Executing Authority on risk management compliance.
programmes, Provide inputs on the development of departmental risk management policies, frameworks and procedure manuals.

ENQUIRIES : Ms T Dinga at 033 3952057

DEPARTMENT OF HEALTH
Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department

OTHER POSTS

POST 04/183 : MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER REF NO: G05/2020

Cluster: District Health Services

SALARY : R1 173 900 per annum (An all Inclusive salary package)
CENTRE : Dannhauser Community Health Centre
REQUIREMENTS : MBCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS A minimum of five (5) years in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Director, and will be responsible to manage the provision of primary health care service. Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Manage the day - to- day function of the Community Health Centres (CHC) to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre (CHC). Manage the provision of clinical services within the Community Health Centre (CHC) and its Clinic. Ensure the implementation of human resource development policies to promote knowledge, skills and competencies especially clinical expertise. Provide effective leadership to motivate staff and promote team work.

ENQUIRIES : Mrs C M Khumalo Tel No: 034- 328 7000
APPLICATIONS : All applications should be forwarded to: The District Director: Amajuba Health District: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle
FOR ATTENTION : Mr V J Khumalo
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in
possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 14 February 2020

POST 04/184 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 01/2020

Internal Medicine Unit

SALARY : R1 643 352 All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules)Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine Unit, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine Unit, A minimum of 3 years’ appropriate experience as a Medical Specialist in Internal Medicine Unit after registration with the HPCSA as a Medical Specialist in Internal Medicine Unit, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

DUTIES : Deputize the Head Clinical Department of Internal Medical Unit. Participate in the co-ordinate of Internal Medical Unit services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES : Dr T.C Nkonyane Tel No: 083 556 8774

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

FOR ATTENTION : Mr M.P. Zungu

NOTE : Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document,
educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**: 14 February 2020 (Late applications will not be accepted)

**POST 04/185**: MEDICAL SPECIALIST – PAEDIATRIC INFECTIOUS DISEASES REF NO: MEDSPECPAEDSINFIDISEASES1/2020 (X1 POST)

**Department**: Paediatric Medical Dept

**SALARY**:
- Grade 1: R1 106 040 per annum all-inclusive salary package (excluding commuted overtime)
- Grade 2: R1 264 623 per annum all-inclusive salary package (excluding commuted overtime)
- Grade 3: R1 467 651 per annum all-inclusive salary package (excluding commuted overtime)

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**: MB; ChB; Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa and registration in the sub-specialty of Paediatric Infectious Diseases. Experience: **Grade 1**: No Experience required. **Grade 2**: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3**: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, training and Competencies required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of Paediatric Infectious Diseases. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

**DUTIES**: The core function of this post is the development of Paediatric Infectious Diseases services. This includes the outpatient consultation and management of inpatient services at IALCH for the subspecialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work towards getting the unit accredited and training of a paediatrician as a sub-specialist in Paediatric Infectious Diseases. The incumbent will utilize the expertise available at IALCH. Duties also include participating in the Outreach Programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medicine at IALCH. The incumbent is expected to perform after hour’s calls and relief duties.

**ENQUIRIES**: Prof Jeena Tel No: 031 240 2046

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

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

CLOSING DATE : 14 February 2020

POST 04/186 : MEDICAL SPECIALIST REF NO: MEDSPECCARD/1/2020 (X1 POST)

Department: Cardiology

SALARY : Grade 1: R1 106 040 per annum all-inclusive salary Package (excluding commuted overtime)
Grade 2: R1 264 623 per annum all-inclusive salary Package (excluding commuted overtime)
Grade 3: R1 467 651 per annum all-inclusive salary package (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Applicants must be registered as a Specialist Physician with the Health Professions Council of South Africa. Current Registration Card with HPCSA as a Medical Specialist, Physician. Preference will be given to applicants who have completed their training in Cardiology and are registered with the Health Professions Council of South Africa as a Specialist Physician Sub Speciality Cardiology. Experience: Grade 1: No experience required. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Physician. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist Physician. Skills, Knowledge, Training and Competence Required: The incumbent should be competent as a Specialist Physician with a thorough knowledge and clinical skill of chronic and acute medicine. Knowledge and experience in Interventional and non-invasive cardiology. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Have sound communication, negotiation, and planning, organizing and interpersonal skills.

DUTIES : Provision of Cardiology services based at IALCH and the referring hospitals. Conduct General Cardiology Clinics, Ward Rounds and other procedures. Provision of after-hours (nights, weekends, public holidays) calls service for the Department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Participate in the administration of clinics and wards, and the operational area in Cardiology as needed to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in Postgraduate and Undergraduate training including the teaching of Medical and Paramedical staff in the department. Participate in the academic programme, including research and outreach programmes. Participate in afterhours work as required.

ENQUIRIES : Prof D P Naidoo Tel No: 031-2402207

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

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

CLOSING DATE : 14 February 2020
POST 04/187 : MEDICAL SPECIALIST REF NO: MEDSPEC VASCULAR SURG/1/2020
Department: Vascular Surgery

SALARY : Grade 1: R1 106 040 per annum all-inclusive salary Package (excluding commuted overtime)
Grade 2: R1 264 623 per annum all-inclusive salary Package (excluding commuted overtime)
Grade 3: R1 467 651 per annum all-inclusive salary package (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Specialist qualification in General Surgery. Current registration with the Health Professions Council of South Africa as a certified vascular specialist or a General surgeon with an intention to train as a vascular surgeon. Preference will be given to candidates without other sub specialty qualifications. Experience: Grade 1: No experience required Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist. Grade 2: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). Grade 3: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in surgery. Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.

DUTIES : Provide vascular service to all departments at Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospitals. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training of undergraduate medical students, and allied personnel and participate in formal teaching as required by the department. Promote community orientated services. Conduct outpatient clinics, and provide Expert opinion where required in consultation with senior specialists. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Organise both academic and clinical service functions of the Department, including ward rounds, outpatient’s clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train postgraduate students, both bedside training and classroom training at the hospital. Provide academic and clinical administrative leadership. Form part of the senior management in the hospital.

ENQUIRIES : Dr B. Pillay (Clinical Head) Tel No: 031-2401000
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website.
www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE**: 14 February 2020

**POST 04188**: MEDICAL SPECIALIST PAEDIATRIC HAEMATOLOGY AND ONCOLOGY REF NO: MEDSPECPAEDHAEMONCO/1/2020 (X1 POST)

**Department**: Paediatric

**SALARY**:
- Grade 1: R1 106 040 per annum all-inclusive salary Package (excluding commuted overtime)
- Grade 2: R1 264 623 per annum all-inclusive salary Package (excluding commuted overtime)
- Grade 3: R1 467 651 per annum all-inclusive salary package (excluding commuted overtime)

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**:
- MBCHB. Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. Positive references from recent supervisor/s. Experience: **Grade 1**: No experience required. **Grade 2**: Five (5) years’ appropriate experience as a Medical Specialist after Registration with HPCSA as a paediatrician as well as registration as a paediatric haematologist and oncologist. **Grade 3**: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a paediatrician as well as registration as a Paediatric Haematologist and Oncologist. 

Knowledge, Skills, Training and Competency Required: The candidate must be qualified or aspire to qualify as a Paediatric Haematologist and Oncologist. Preference will be given to candidates with experience working post specialisation as a paediatrician in a paediatric haematology and oncology unit. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment.

**DUTIES**:
- Provide Paediatric specialty services in Paediatric Haematology and Oncology. This includes in and out-patient services, outreach and after hours services
- Provide services in Clinical Haematology and Oncology. Supervise paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation. Participate in departmental audit programmes, research and unit administration. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent will assist with Paediatric services as determined by the Head Clinical Unit (Paediatric Haematology and Oncology). The incumbent will be required to perform after hour’s calls and relief duties and be part of multi-disciplinary team when necessary

**ENQUIRIES**: Prof Jeena Tel No: 031 240 2046

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

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

CLOSING DATE : 14 February 2020

POST 04/189 : ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: EB2/2020 (X1 POST)

SALARY : R897 936 – R1 042 095 per annum (All-inclusive packages consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules)

CENTRE : East Boom Community Health Centre

REQUIREMENTS : Matric/Senior Certificate/Grade 12, 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 2020 receipt) Minimum of five (5) years’ experience after registration with SAPC as a Pharmacist. Valid unendorsed driver’s license Certificate of Service to prove current and previous work experience endorsed by Human Resource. Recommendation: Minimum of two (2) years supervisory experience in the Pharmacy environment. Knowledge of RX solution and stock management. Knowledge, Skills, Trainings and Competencies Required For The Post: Knowledge of public sector pharmacy, as well as relevant acts, regulations, EML, Good Pharmacy Practice, policies and procedures, 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, ethics, 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. Have knowledge of NHI. Effective, planning, organizational, managerial and interpersonal skills. Computer literacy, (MS Word, MS Excel, MS PowerPoint and Ms Outlook) as well as knowledge and experience in RX Solution. DUTIES : Supervise, oversee and manage the pharmaceutical services at the institution and 11 PHC facilities under East Boom CHC management. Supervise and manage the provision, implementation and review of pharmaceutical management protocols, policies and procedures and ensure that they are in accordance with statutory regulations and guidelines. Support and monitor adherence to National Core Standards for Quality Assurance in Pharmaceutical Services. Ensure that Standards for operating systems for prescribing and dispensing practice are maintained. Ensure that availability of medicines is in line with new standard treatment guidelines. Support Human Resource Development and training of Pharmacists, pharmacy support personnel and other health professionals. Implement in-patient Pharmaceutical Care services. Ensure effective and efficient Pharmaceutical budget & expenditure control. Monitor the implementation of the Pharmacy Programs in the hospital. Conduct Pharmaceutical Audit and carry out Quality Improvement Plans. Ensure compilation and submission of statistics. Ensure the reviewing and implementation of departmental SOPs. Advocate and ensure promotion of Pharmaceutical Ethics and Professional. Work as part of a multi-disciplinary team and provide secretarial duties to the Pharmacy and

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Therapeutic Committee (PTC) Execute control over expenditure of pharmaceutical and related products. Provide a consultative pharmaceutical service to other health professional and patients.

ENQUIRIES: Dr S Chetty Tel No: 033 264 4900
APPLICATIONS: to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201.
FOR ATTENTION: Mr. G Sokhela
NOTE: Employment Equity target for this post is: African Male
CLOSING DATE: 14 February 2020
POST 04/190: CHIEF EXECUTIVE OFFICER REF NO: G06/2020
Cluster: District Health Services
Job Purpose: To plan, direct, co-ordinate and manage the efficient service delivery of clinical and administrative support services.

SALARY: R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)
CENTRE: Northdale District Hospital
REQUIREMENTS: A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced diploma in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES: Provide strategic leadership to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES: Mrs S.W Mbambo Tel No: 033 897 1041
APPLICATIONS: All applications should be forwarded to: The District Director: UMgungundlovu District Office: KZN Department of Health, Private Bag X9124, Pietermaritzburg, 3200 OR Hand delivered to: 171 Hoosen Haffajee Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mr Z.H Mthethwa Tel No: 033 897 1017
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE: 14 February 2020

POST 04/191: MEDICAL OFFICER REF NO: MOPAEDMED/1/2020 (X2 POSTS)
Department: Paediatric Medicine

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

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
MBCHB. Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Advantage: Experience in Paediatrics will be an advantage. Knowledge Skills Training and Competencies Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES:
The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.
ENQUIRIES: Prof Jeena Tel No: 031 240 2046

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

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

CLOSING DATE: 14 February 2020

POST 04/192: MEDICAL OFFICER REF NO: MOCRITCARE/1/2020 (X1 POST)
Department: Critical Care

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

CENTRE: IALCH

REQUIREMENTS:
MBCHB Degree, Registration with HPCSA as a Medical Officer. Current unrestricted registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Recommendation: At least 1 year experience in Medicine, Surgery or Anaesthesia or Emergency Medicine. Experience in an Intensive Care. Completion of community service. Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Critical Care. Demonstrate the ability to work as part of a multidisciplinary team.

Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 6 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Requires ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner.11 Years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES: Assist with the provision of critical care services as determined by the Head of Critical Care at IALCH. Participate in the delivery of critical care services in Durban. Provide initial resuscitative, and peri-operative surgical care or medical care of patients. Ensure that the scientific principles of critical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when
requested. To assist in outreach and teaching when required. Mandatory participation in Commuted Overtime.

ENQUIRIES : Dr S Pershad Tel No: 031-2401821
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 14 February 2020
POST 04/193 : MEDICAL OFFICER REF NO: MO CLINHAEM /1/2020 (X1 POST)
Department: Clinical Haematology
SALARY : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime
CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : MBChB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: Grade 1: No experience required after completion of Community Service. The appointment to grade 1 requires 1 (one) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service.
Grade 2: Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. Grade 3: Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. Knowledge, Skills, Training and Competency Required: Knowledge and skills in clinical medicine. Experience in working in an internal medicine unit will be considered in the candidates favour. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication negotiating, and planning, organizing and interpersonal skills. Ability to work under busy and stressful conditions.
DUTIES : Provision of Clinical Haematology services based at IALCH. Management of patients in the Haematology ward including Stem Cell Transplant Unit, Clinics and management of Haematology patients in outlying wards. Provision of afterhours (nights, weekends, and public holidays) call for the department at IALCH including weekend ward rounds. Manage designated areas of responsibility in the Clinical
Haematology. Active involvement in the administration of the General Haematology and Haematology Oncology Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. To attend and participate in the department’s academic programme. Participate in overtime roster.

**ENQUIRIES**
Dr S Parasnath Tel No: (031) 240 1904

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

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

**CLOSING DATE**
14 February 2020

**POST 04/194**
MEDICAL OFFICER REF NO: MONUCLEAMED/1/2020 (X1 POST)
Department: Nuclear Medicine

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

**CENTRE**
Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**
Certified copy of MBCHB. Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. Expectation of entering the Nuclear Medicine registrar programme.

**Grade 1:** No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

**Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

**Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Good interpersonal skills. Sound moral values based on integrity, trust and judgment. Sound communication skills. Demonstrable interest in medical imaging and radiation sciences.

**DUTIES**
Inclusive of, but not limited to, the following: Clinical cover of patients within the department. Thyroid / oncology clinic cover, a service which includes both oncology and endocrine patients referred from locally and referral base hospitals. Evaluation and screening of referrals to PET/CT and general Nuclear Medicine.
Pre-evaluation of approved referrals to ensure proper scan protocols are followed. Patient preparation. Clinical management of patients which includes overall management while in the ward. The successful applicant will be required to perform after hours duties.

**ENQUIRIES**
Dr V Pillay Tel No: 031 240 1871

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

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

**CLOSING DATE**
14 February 2020

**POST 04/195**
MEDICAL OFFICER: RENAL REF NO: MO RENAL/1/2020 (X1 POST)
Department: Renal

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

**CENTRE**
Inkosi Albert Luthuli Central Hospital and DFR

**REQUIREMENTS**
Registration with the Health Professions Council of South Africa as a medical practitioner. Senior Certificate. MBChB degree. Proof of completion of Community Service. Driver’s license. Experience: Grade 1: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge Skills and Experience Required: Sound clinical knowledge in Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients and out-patients in general nephrology, peritoneal dialysis, haemodialysis and renal transplantation.

**DUTIES**
Examination, diagnosis and management of patients. Performance of commuted overtime. Facilitation of staff training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical
ENQUIRIES : Dr. S Hariparshad Tel No: 031-240 1258/ 031-240 1325
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
CLOSING DATE : 14 February 2020
POST 04/196 : MEDICAL OFFICER REF NO: MOPAESSEDATION/1/2020 (X1 POST)
Department: Paediatric and Child Health

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

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Experience in Paediatrics will be an advantage. Experience: Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : The candidate will be expected to work in the Paediatric Medical service which includes Neonatal and Paediatric Intensive care, High Care, Paediatric subspecialty services and within the Radiology Department providing sedation. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric Services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the
allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

ENQUIRIES

APPLICATIONS

NOTE

ENQUIRIES : Prof PM Jeena Tel No: 031 240 2046
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that due to financial constraints, there will be no payment of S&T Claims. 

CLOSING DATE : 14 February 2020

POST 04/197 : OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 03/2020 (X1 POST)

SALARY : Grade 1: R562 800 – R633 432 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.

CENTRE : Naasfarm Clinic

REQUIREMENTS : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Experience: A minimum of 9 years appropriate/recognisable 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 / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations , Patient’s Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Provision of quality comprehensive community health care, by facilitating provision of comprehensive package of service at PHC level including programmes and Quality Improvement Programmes. Provision of administrative services. Develop
clinic Operational Plan, monitor the implementation and submit progress reports. Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Ensure proper control and effective utilisation of all resources including HR, financial, vehicles and exercise care over government property. Supervise the community outreach teams and ensure submission of the reports. Provision of educational services by ensuring clinical teaching, training and continuous evaluation of students, teaching patients on a one-to-one basis, personnel development i.e. assessing training needs, planning and implementing training programme. Give health education to patients, public and staff and assist patients and families to develop a sense of care. Ensure Batho Pele principles, National Core Standards and Ideal Clinic priorities are implemented. Provide clinical services by ensuring safe therapeutic environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act. Compile monthly, quarterly statistics and other reports. Ensure proper usage of equipment and machinery.

ENQUIRIES:
Mrs M Ntseni Tel No: (034) 621 6119

APPLICATIONS:
All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080

FOR ATTENTION:
Mrs DBP Buthelezi

NOTE:
Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference will be given to African Male.

CLOSING DATE:
14 February 2020

POST 04/198:
OPERATIONAL MANAGER (PHC) REF NO: ROC 01/2020 (X1 POST)
Re-Advertisement

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

CENTRE:
Rockcliff Clinic

REQUIREMENTS:
Senior Certificate (Grade 12).Diploma / Degree in General Nursing and Midwifery. Registration with SANC in General Nursing and Midwifery. Proof of current registration with SANC (2020).A minimum of 9 years recognizable experience in nursing after registration as professional nurse with SANC in General Nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Proof of current and previous experience; certificate of service endorsed by HR. Recommendations: Diploma in Nursing Administration. Computer literacy. Knowledge, Skills, Training and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Knowledge of policy directives information the provision of Primary Health Care. Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Conflict management and negotiation skills. Knowledge of code of conduct and

**DUTIES**

- Promote quality nursing care as directed by the professional scope of practice and standards as determined by the PHC Core package, norms and standard and Ideal Clinic Realization. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control and perform consequence management where necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units and report to nursing management. Active involvement in Operation Sukuma Sakhe. Manage the out-reach services and ensure data management. Conduct facility Nerve Centre, Information Health Meetings and sit in other meetings. Promote Nursing Ethics and Professionalism.

**ENQUIRIES**

Mrs C.I.Ndlovu Tel No: 036 6379600

**APPLICATIONS**

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

**FOR ATTENTION**

Mr S.D.Mdletshe

**NOTE**

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

**CLOSING DATE**

21 February 2020
POST 04/199 : OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 02/2020

Clinics Supervisor

SALARY : Grade 1: R562 800 per annum Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Diploma/Degree in General nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Driver’s license code 8. Recommendations: Basic computer skills.

DUTIES : Provide effective and professional leadership within cluster of clinics. Oversee a provide a safe therapeutic environment in the allocated clinics that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinics and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Assist in the development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinics. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDs. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given sub district population. Ensure implementation of DHMIS and SOP in order to produce quality data.

ENQUIRIES : Mrs B.J Kubheka Tel No: 035 901 7224

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

FOR ATTENTION : Mr M.P. Zungu

NOTE : Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA
Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 14 February 2020 (Late applications will not be accepted)

POST 04/200 : OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 03/2020
Thokozani Clinic

SALARY : Grade 1: R562 800 per annum, Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE : Ngwelezana Tertiary Hospital
REQUIREMENTS : Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Recommendation: Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

DUTIES : Provide effective and professional leadership within clinic. Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMD. Exercise control over discipline, grievance and all labour relations issues. Audit reports as means of reporting regularly. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMD. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.

ENQUIRIES : Mrs B.J Kubheka Tel No: 035 901 7224
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or
FOR ATTENTION: Mr M.P. Zungu

NOTE: Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE: 14 February 2020 (Late applications will not be accepted)

POST 04/201: PHC SUPERVISOR REF NO: EST/02/2020 (X1 POST)

SALARY: R562 800 per annum. 13th Cheque, Medical Aid (Optional) Home Owner Allowance 8% rural allowance (Employee must meet the prescribed requirement)

CENTRE: Estcourt District Hospital

REQUIREMENTS: Senior Certificate (Grade 12) A Degree/Diploma in General Nursing with midwifery. Post basic qualification in Primary Health Care. Current registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse. Driver’s license (code 8/10). Proof of experience endorsed by Human Resource Office Certificate of Service. Knowledge, Skills, Training, and Competencies: SANC Rules, regulation and scope of practice. Good interpersonal and communication skills. Supervisory and analytic thinking skills. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Display advocacy skills caring and willingness to respond to patient’s needs. Work as part of multidisciplinary team for proper referral. Sound knowledge of Labour Relations.

DUTIES: Monitor and evaluate performance of primary health care services and system within the designated services area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programs imperative with a view to develop customized implementation strategies to guide the primary health care services providers in the services towards complying with stated norms, standard and targets. Identify transversal primary health care and systems barriers including emerging health trends in the service with a view to ensure corrective action at appropriate levels. Ensure an integrated approach with implementation of various primary health care programs to provide a seamless services delivery platform including the prioritizing of needs within the service area and the allocated of resources accordingly. Ensure and monitor that primary health care services within designated services area are provided with adequate support by multidisciplinary teams attached to the clinic as well as from shared corporate service providers attached to the mother institution. Ensure the effective and efficient utilization of allocation resource, including the development of staff budgetary, procurement planning inputs and maintenance of prescribed information management systems. Supervise and monitor clinical competence of staff and ensure that scientific principles of nursing care are implemented. Review policies and procedures manuals and ensure adherence to current legislation and nursing practices.
Maintain appropriate effective primary health care nursing care based on current legislation, standards guidelines and scientific nursing principles.

ENQUIRIES: Mrs. Z.E Mhlanga Tel No: 036 - 342 -7153
APPLICATIONS: All application should be forwarded to: The Human Resource Manager, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310.
CLOSING DATE: 14 February 2020
POST 04/202: CLINICAL PROGRAMME COORDINATOR REF NO: PMMH/CPC QA/01/2020 (X1 POST)
SALARY: R444 276 – R500 031 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) and Medical Aid (Optional), In-hospital Area Allowance (8% of Basic Salary)
CENTRE: Prince Mshiyeni Memorial Hospital
REQUIREMENTS: Degree/ National Diploma in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as a ‘Professional Nurse’. Minimum of 7 years appropriate recognizable experience after registration as a ‘General Nurse’. Proof of current year registration/ receipt with SANC (2020). Recommendation: Proof of computer literacy plus Certificate of registration with SANC as Midwifery. Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department. Knowledge, Skills Training and Competencies Required: Knowledge of health policies in respect of Medical, Paramedical, Nursing and Administrative functions/ Working knowledge of report writing; health policies; current public service and health related legislations. Knowledge of Kwazulu-Natal hospitals and clinics. High level of verbal and written communication skills/ numeric skills/ High level of interpersonal relationship skills/ Computer literacy in word processing, spreadsheet packages/ Presentation skills. Assertiveness and diplomacy/ Level of initiative and innovation/ Ability to liaise with management/ concern for excellence/ Innovation, drive, capacity to build and maintain relationships/ Stress tolerance, empathy, credibility/ responsiveness, professionalism, supportive, assertive and must be a team player.
DUTIES: Ensure the implementation of National and Provincial quality initiatives at the institution, PHC and Gateway facilities (Human Rights Charter, Batho Pele Programme, Patients rights charter). Co-ordinate all quality improvement initiatives at the institution. Identify and support best practise sites within the institution and disseminate information with regards to these practises. Ensure the implementation of norms and standards for key services at relevant health facilities (norms and standards for PHC, Gateway and the institution). Monitor, evaluate and report on the delivery of quality care at institutional level including clinical care, waiting times and client experiences at institution, Gateway and PHC health facilities. Promote a quality assurance culture within the institution. Co-ordinate the development of appropriate intervention programmes which support the attainment of quality compassionate patient care. Support the National Core Standards programme in the institution. Provide advice on various aspects of quality care to health facilities within the institution. Monitor the compliance to national and provincial quality programmes i.e. KZN Norms & Standards for PHC, district hospitals, and regional hospital package of care. Monitor & Evaluate the implementation of the Performance Assessment Tools for Hospitals programmes (PATH). Lead and ensure the functionality of the institutional quality improvement committees. Represent the institution on the District Quality Improvement Committee. Assist in the development of specifications for goods and services.
ENQUIRIES: Mr GBCTE Khawula Tel No: 031-907 8506
APPLICATIONS: All applications to be forwarded to: Deputy Director: HRMS, Prince Mshiyeni Memorial Hospital; Private Bag X O7; Mobeni.
FOR ATTENTION: Mr VM Phewa
CLOSING DATE: 14 February 2020
POST 04/203: CLINICAL NURSE PRACTITIONER REF NO: SAHPISGAH 01/2020 (X1 POST)
SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum

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CENTRE: ST Andrew’s Hospital: Pisgah Clinic

REQUIREMENTS: Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

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

ENQUIRIES: Mrs VV Ncume Tel No: 039-4331955 EXT 286
APPLICATIONS: should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION: Human Resource Manager
NOTE: People with disability and African male are encouraged to apply.
CLOSING DATE: 14 February 2020

POST 04/204: CLINICAL NURSE PRACTITIONER REF NO: SAHXHAM 02/2020 (X1 POST)

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

CENTRE: ST Andrew’s Hospital: Xhamini Clinic

REQUIREMENTS: Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

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

**ENQUIRIES**
Mrs VV Ncume Tel No: 039-4331955 EXT 286

**APPLICATIONS**
should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**
Human Resource Manager

**NOTE**
People with disability and African male are encouraged to apply.

**CLOSING DATE**
14 February 2020

**POST 04/205**
CLINICAL NURSE PRACTITIONER – GRADE 1 AND 2 REF NO: CL 01/2020

**(PHC STREAM: GATEWAY CLINIC)**

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

**CENTRE**
Clairwood hospital

**REQUIREMENTS**
National Senior Certificate (Grade 12), Diploma/degree in General Nurse and Midwifery. One (1) year post qualification in Primary Health Care. Proof of current registration with SANC 2019. **Grade 1**: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognizable experience after obtaining the (one) year post basic qualification Primary Health Care. Proof work experience/certificate of service endorsed by Human Resource Department. Knowledge, skills, training and competencies required. Leadership, organizational, decision-making and problem-solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OhSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

**DUTIES**
Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles and patients’ Rights charter. Handle obstetric emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilisation and safe keeping of basic medical surgical pharmaceutical and...
stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ability to assess, diagnose, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes.

ENQUIRIES
Mrs. N Linda Tel No: 031 451 5177

APPLICATIONS
Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060.

NOTE
The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver’s License (if required) Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018. N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

CLOSING DATE
14 February 2020

POST 04/206
PROFESSIONAL NURSE SPECIALTY NURSING MATERNITY DEPARTMENT:
REF NO: PN SPEC MAT 1/2020 (X1 POST)

SALARY
Grade 1: R383 226- R444 276 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R471 333- 579 696 per annum Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.

CENTRE
Eshowe District Hospital

REQUIREMENTS
Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science. Diploma in Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. NB: 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. Experience Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. Experience Grade 2: Experience: Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. At least 10 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 Advanced Midwifery and Neonatal Nursing Science. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication
with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating. Knowledge and experience in implementation of Batho Pele principles, patient’s right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele).

**DUTIES:**
- Coordination of optical, holistic specialized nursing care provided within set standards and Professional/ legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Compile monthly and quarterly report. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

**ENQUIRIES:**
Nursing Manager: Dr FN Dube Tel No: 035-4734500

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

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

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

**CLOSING DATE:**
14 February 2020

**POST 04/207:**
**CLINICAL NURSE PRACTITIONER REF NO: DANCHC 01/2020 (X1 POST)**

**SALARY:**
- Grade 1: R383 226 – R444 276 per annum
- Grade 2: R471 333 – R579 696 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
Prescribed requirements to be met

**CENTRE:**
Thandanani Clinic

**REQUIREMENTS:**
Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary
Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the Post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient’s Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

**DUTIES:**
Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES**
Mrs M Ntseki Tel No: (034) 621 6119

**APPLICATIONS**
All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

Mrs DBP Buthelezi

**FOR ATTENTION NOTE**
Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA

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Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference will be given to African Male.

CLOSING DATE: 14 February 2020

POST 04/208: CLINICAL NURSE PRACTITIONER REF NO: DANCHC 02/2020 (X1 POST)

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

Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
- Prescribed requirements to be met.

CENTRE REQUIREMENTS:
- Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of service and service record) must be attached.

Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care: Knowledge, Skills, Training and Competencies Required For the Post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient’s Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES:
- Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Caren in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

ENQUIRIES: Mrs M Ntseki Tel No: (034) 621 6119

APPLICATIONS: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080.

FOR ATTENTION: Mrs DBP Buthelezi
NOTE: Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference will be given to African Male.

CLOSING DATE: 14 February 2020

POST 04/209: CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 (X2 POSTS)

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

CENTRE: Gcinalishona Clinic Ref No: GCI 01/2020
Ezakheni Nr 2 Clinic Ref No: EZA 01/2020

REQUIREMENTS: Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2020), Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skills, Training And Competencies Required. Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

DUTIES: Provision of nursing comprehensive of service according to PHC CORE packages. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administration services. Involvement with community stakeholder meetings and various committees. Provision of staff development through EPMDMS management, clinical teaching, trainings, workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosing and treatment and care of patients at Primary Health Care level. Initiate community projects, involvement in Operation Sukuma Sakhe projects. Ensure safe and clean environment according to IPC standards. Utilize human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and
quality standards (Ideal Clinic Realization, Norms and Standards) are met. Be involved in clinical audits. Ensure Data management. Advocate for nursing ethics and professionalism. Conduct health awareness/campaigns and ensure priority programmes indicators are achieved. Hours of duty 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES**

**APPLICATIONS**

Mrs C.I. Ndlovu Tel No: 036 6379600

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

**FOR ATTENTION**

Mr S.D. Mdletshe

Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**

21 February 2020

**POST 04/210**

CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 (SPECIALISES IN CHILD AND ADOLESCENT PSYCHIATRIC NURSING) REF NO: STC 04/2020 (X1 POST)

**SALARY**

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

Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

**CENTRE**

St Chads CHC

**REQUIREMENTS**

Senior certificate or Grade 12 Degree/Diploma Degree/ Diploma in Nursing that allows for registration with SANC. Current registration with SANC (2020). At least one year post-basic Advanced Diploma in Child and Adolescent Psychiatric Nursing Science or Advanced Diploma in Psychiatric Nursing Science. Certificate of Service Endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year post-basic Advanced Diploma in Child and Adolescent Psychiatric Nursing Science or Advanced Diploma in Psychiatric Nursing Science. **Experience: Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in post-basic Advanced Diploma in Child and Adolescent Psychiatric Nursing Science or Advanced Diploma in Psychiatric Nursing Science.

**DUTIES**

- Provision of comprehensive service according to PHC core package. Provision of quality comprehensive community health Care (Preventive and promote; curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching; training and continuous evaluation of employees through EPMDS. Responsible for screening; diagnosis and management of patient at PHC level. Initiate treatment; implementation of programme and evaluation of patient's clinical conditions. Ensure the functionality of the Mental Health Programme in the CHC, Clinics and Outreach services. Initiate community projects; involvement in Sukuma Sakhe projects. Work as part of multi-disciplinary team to ensure quality nursing care and targets on priority programmes indicators are achieved. Ensure Quality: Norms and Standards, Ideal Clinic Realization are met. Ensure Data management. Advocate for Nursing professionalism and Ethics.

**ENQUIRIES**

Mrs C.I.Ndlovu Tel No: 036 6379600

**APPLICATIONS**

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

**FOR ATTENTION**

Mr S.D.Mdletshe

**NOTE**

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

**CLOSING DATE**

21 February 2020

**POST 04/211**

**CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: SAHL 01/2020 (X1 POST)**

Re-Advertisement

**SALARY**

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Central: Sahulumbe Clinic

Requirements:
Senior certificate or Grade 12. Degree/Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2020). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skills, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

DUTIES:
Provision of nursing comprehensive of service according to PHC CORE packages. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administration services. Involvement with community stakeholder meetings and various committees. Provision of staff development through EPMDS management, clinical teaching, trainings, workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosing and treatment and care of patients at Primary Health Care level. Initiate community projects, involvement in Operation Sukumuka Sakhe projects. Ensure safe and clean environment according to IPC standards. Utilize human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Be involved in clinical audits. Ensure Data management. Advocate for nursing ethics and professionalism. Conduct health awareness/campaigns and ensure priority programmes indicators are achieved. Hours of duty 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

Enquiries:
Mrs C.I. Ndlovu Tel No: 036 6379600

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

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

CLOSING DATE: 21 February 2020

POST 04/212: CLINICAL NURSE PRACTITIONER REF NO: EST/03/2020 (X1 POST)
Directorate: Nursing

SALARY: R383 226 per annum
CENTRE: Estcourt Hospital
REQUIREMENTS: Senior Certificate (Grade 12). Diploma/Degree in General Nurse and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC IN Primary Health Care. Current registration with SANC. 2020 SANC Annual practicing certificate (2020 receipt). A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Proof of previous and current experience (Certificate of Service) and stamped by HR must be attached.

DUTIES: To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identity areas for improvement, problems etc. and communicate these to sister in charge. Compile and analyses monthly statistics and use the information for future planning. Provide nursing care that leads to improved service delivery. Maintain client’s satisfaction through quality services. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements.

ENQUIRIES: Mrs Z.E Mhlanga Tel No: (036) 342 7182
APPLICATIONS: Applications should be sending by courier, hand delivered to HR Department, No 1 old main road and posted to The Human Resource Department Estcourt Hospital P/Bag x 7058 Estcourt 3310, the HR Department, No 1 old main road. Estcourt.

NOTE: Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID documents (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidate s only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. People with disabilities are encouraged applying. Successful candidates will be subjected to medical assessment.

CLOSING DATE: 14 February 2020

POST 04/213: CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: DARN 01 /2020 (X1 POST)
Component: Darnall Clinic

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

CENTRE: Ilembe Health District Office

REQUIREMENTS:

Grade 1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognisable nursing experience as a General Nurse.

Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Valid Code EB Driver’s license (Code8).

DUTIES:

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

ENQUIRIES: Mrs. R Bhofgwadini (PHC Supervisor) Tel No: 032 – 4373600

APPLICATIONS: to be forwarded to: The District Director: Human Resource Department, Ilembe Health District Office, Private Bag X10620, Stanger, 4450.

FOR ATTENTION: Human Resource Section

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

**CLOSING DATE**

14 February 2020

**POST 04/214**

PROFESSIONAL NURSE- SPECIALTY: MATERNITY REF NO: MONT 01/2020

**SALARY**

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum

**CENTRE**

Montebello Hospital

**REQUIREMENTS**

Senior Certificate/Grade 12 or equivalent qualification, Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt). Proof of current and previous experience endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Midwifery and Neonatal Nursing Science. Certificates of service must be attached as proof of experience.

**DUTIES**

Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Compile and analyze monthly statistics and use the information for future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. To provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Ensure ongoing education and staff training in PMTCT, BFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district perinatal. Conduct clinical audit and compile summary report. Ability to work independently in all sections of the unit. Ensure utilization of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

**ENQUIRIES**

Ms N Ngeza Tel No: 033- 506 7000
APPLICATIONS : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.

FOR ATTENTION : Human Resource Manager

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

CLOSING DATE : 21 February 2020

POST 04/215 : ASSISTANT DIRECTOR: SYSTEMS REF NO: STC 02/2020 (X1 POST)

SALARY : R376 596 - R443 601 per annum. Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional)

CENTRE : St Chads CHC


DUTIES : Manage and coordinate the following areas to ensure optimal and cost effectiveness; Cleaning, Catering, Maintenance, Gardening, Mortuary, Housekeeping, Laundry, Transport, Switchboard and Administrative services. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence and ensure compliance with Service Level Agreement and highest level of care. Analyse alternative for performing needed work including contracting out services and evaluate/recommend procedures/practices to improve operational efficiency. Ensure effective, efficient and economical utilization of resources allocated to the institution including the development. Ensure that all institutions information system (patient and other) is maintained so as to provide reliable, valid timeous processing and information. Ensure compliance with Health & Safety and Disaster Management requirements by all staff members. Ensure compliance to Norms & Standards and make me look like a hospital programme. Develop and implement policies. Effective management of the performance of employees according to EPMDS policy.

ENQUIRIES : Dr S.E. Mnguni Tel No: 036 6379600
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION: Mr S.D.Mdletshe

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

CLOSING DATE: 21 February 2020

POST 04/216: ASSISTANT DIRECTOR: SYSTEMS REF NO: EB1/2020 (X1 POST)

SALARY: R376 596 – R443 601 per annum. Additional Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE: East Boom Community Health Centre


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

ENQUIRIES : Dr S. Chetty Tel No: (033) 264 4900
APPLICATIONS : to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201.
FOR ATTENTION : Mr. S Ngcobo
NOTE : Employment Equity Target for this post is: African Male
CLOSING DATE : 14 February 2020
APPLICATIONS
The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0600
or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street,
Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.
FOR ATTENTION
Ms. Suzan Mahlase / Mr. Junior Maboya / Ms. Moipone Mathole
CLOSING DATE
28 February 2020
NOTE
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 certified copies of all qualification(s) and ID document. 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, faxed and emailed will not be considered. 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 of this
advertisement, please accept that your application was unsuccessful. Suitable
candidates will be subjected to a personnel suitability check (criminal record,
citizenship, credit record checks, qualification verification and employment
verification). Successful candidates will be appointed on a probation period of 12
months. The successful candidate will be subjected to a security clearance. The
successful candidate must be willing to sign an oath of secrecy with the
Department. All shortlisted candidates for these 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 Office of the Premier. The
successful candidate will be expected to enter into a performance agreement with
the Executive Authority and sign a five (5) year contract of employment upon
assumption of duty with the Premier. The candidates will be required to disclose
his/her financial interests in accordance with the applicable prescripts. Following
the interview and technical exercise, the selection panel will recommend a
candidate 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.

MANAGEMENT ECHELON

POST 04/217
HEAD OF DEPARTMENT: EDUCATION REF NO: OTP/57/19/01
(5) Years Fixed Term Contract)

SALARY
R1 978 533 per annum (SMS Grade D, salary level 16). Non-pensionable HoD
allowance: 10% of the payable inclusive remuneration package

CENTRE
Polokwane: Head Office

REQUIREMENTS
An undergraduate qualification NQF level 7 and a post graduate qualification NQF
level 8 as recognised by SAQA; At least 8 -10 years’ experience at a senior
managerial level(3 years of which must be with an organ of State as defined in the
Management/ Administration / Education and Curriculum Development will be an
added advantage; valid driver’s licence (with the exemption of applicants with
disabilities); Competencies: Core and Process Competencies: Strategic Capability
and Leadership; People Management and Empowerment, Programme and Project
Management; Financial Management; Change Management; Computer Literacy;
Knowledge Management, Service Delivery Innovation; Problem Solving and
Analysis; Client Orientation and Customer Focus; Communication; Public Service
Knowledge; Negotiation skills, Policy formulation Analytic thinking and Proven
management skills. Personal Attributes: Assertiveness, Self-driven, team player,
innovative, cultural understanding, conflict resolution. Public Service Knowledge;
Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.

**DUTIES**

The successful candidate will be the Head of Department and Accounting Officer responsible for:- Establish strategic direction of the department to ensure alignment with mandates by:- Providing Departmental Management and Planning; Providing financial management and corporate services in the department; Providing Executive authority and management support; Provide strategic direction on the development and implementation of curriculum, institutional management, governance and support, organizational risk management, policies, guidelines and procedure manuals. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive curriculum and education development programmes in the province. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human and physical); Coordinate the provision of Institutional Management, Governance and Support services. Coordinate Organizational Risk Management services. Promote inter and intra-governmental relations and participate and represent the department in various forums.

**ENQUIRIES**

Ms. Suzan Mahlase Tel No: (015) 287 6030 OR Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360

**DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts and Culture is Equal Opportunity, Affirmative Action Employer with Clear Employment Equity Targets. Women and People with Disabilities Are Encouraged to Apply

**APPLICATIONS**

Send your application quoting the relevant reference number, position and management area on the Z83. The Head of Department. Applications should be submitted to The Head of Department, Department of Sport, Arts and Culture. Private Bag X9549 Polokwane 0700, Hand deliver at Olympic Towers Building, (21 Biccard Street, Polokwane 0699.

**CLOSING DATE**

21 February 2020 @ 13h00

**NOTE**

Applications must be submitted on the prescribed application form Z83 of the Public Service Act only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). For HR post and Finance Salary post, applicants are required to attach PERSAL Course Certificates. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed
candidates will be subjected to a security clearance and pre-employment verifications. The Department reserves the right to appoint. NB! Re-advert posts: all candidates who previously applied for this posts are encouraged to re-apply.

MANAGEMENT ECHELON

POST 04/218  :  CHIEF DIRECTOR: SPORT AND RECREATION  REF NO: SAC 2020/01

SALARY :  R1 251 183 per annum (Level 14)
CENTRE :  Head Office (Polokwane)
REQUIREMENTS :  A Qualification (NQF level 07) in Sports or equivalent as recognized by SAQA. A minimum of five (5) years’ experience at senior Management level. Experience in management environment and sports administration will be an added advantage. A valid driver’s license (with the exception of persons with disabilities). Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Understanding of Sport and Recreation Environment and Stakeholders, policy formulation and analytic thinking.

DUTIES :  Provide leadership and high level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of strategic plans of the chief directorate, oversee the development of operational plans to give strategic direction to the branch by managing and coordinating the activities of the following directorates (sport development, school sports and recreational sports). Oversee the provision of sport and recreation services, ensure the development of competitive sport in the province, develop and facilitate processes for identification and development of talented athletes as well as develop and maintain systems and programmes for promotion of school sport in the province. Manage the development of provincial policy framework for sport and recreation governance, ensure implementation of the code of ethics for sport and recreation in the province, develop resource allocation framework/norms and standards where applicable, in line with government principles of equity and redress. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation, Evaluate and monitor performance of employees. Regular interaction with professional Sport and Recreation Bodies and Stakeholders in the province. Provide support to sport and recreation structures in communities, schools, wards and local areas, in conjunction with stakeholders.

ENQUIRIES :  General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/219  :  CHIEF DIRECTOR: CORPORATE SERVICES  REF NO: SAC 2020/02

SALARY :  R1 251 183 per annum (Level 14)
CENTRE :  Head Office (Polokwane)
REQUIREMENTS :  A Qualification (NQF level 07) in Public Administration / Human Resource Management as recognized by SAQA. A minimum of five (5) years’ experience at Senior Management level in corporate services environment.e.g Legal, HRM, HRD, Auxiliary Services, ICT, Records and Facilities Management, General Admin and Management will be an added advantage. A minimum of five (5) years’ experience at senior managerial level. A valid driver’s license (with the exception of persons with disabilities). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the public
services. Public service knowledge, negotiation Skills, policy formulation and analytic thinking.

**DUTIES**

- Provide leadership and high level strategic direction and policy to the branch,
- Oversee the management and provisioning corporate services, overall management, monitoring and evaluation of the provisioning of corporate services, formulate and manage the components budget against its strategic objectives, manage and utilise human resources in accordance with relevant directives and legislation, establish strategic direction of the branch to ensure alignment with business plan. Oversee the development of operational plans to give strategic direction to the branch by managing and coordinating the activities of the following directorates (Human Resource Management, Strategic Planning and Policy, Legal Services, Communication and Information, Technology, Transformation and Employee Health and Wellness). Coordinate the recruitment process with focus on employee development and succession planning. Coordinate legal services and establish sound employee relations practices. Give technical and strategic support and advice to corporate activities, facilitate and support corporate planning process, ensure that spending is maximised in line with strategic objectives, evaluate and monitor performance of employees, manage discipline.

**ENQUIRIES**

General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**POST 04/220**  
**DIRECTOR: ARTS AND CULTURE REF NO: SAC 2020/03**

**SALARY**  
R1 057 326 per annum (Level 13)

**CENTRE**  
Head Office (Polokwane)

**REQUIREMENTS**

An undergraduate qualification NQF level 7 qualification in Arts/Social Science/equivalent as recognized by SAQA. Five (5) years of experience at a Middle/Senior Managerial Level. A valid driver’s license (with the exception of persons with disabilities). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiation, policy formulation and analytic thinking. Knowledge and understanding of the Arts and Culture Environment.

**DUTIES**

- Provide leadership and strategic direction, Oversee performing arts services, Oversee visual arts services, manage resources in accordance with relevant directives and legislation, manage, coordinate and monitor the implementation of the strategic plans of library and information services, align individual performance to the strategic business objectives as outlined in the component’s balance scorecard. Development and implementation of arts and culture policies, equitable distribution of arts and culture services, facilitate performing arts exhibitions and marketing, promote indigenous music and games, Evaluate and monitor performance of employees, initiate and encourage establishment of visual arts centre in communities, coordinate and monitor the production of film and video, monitor and evaluate the implementation of special crafts programmes. Promote Indigenous Knowledge System (IKS) Regular interaction with professional Arts and Culture Bodies and Stakeholders in the province

**ENQUIRIES**

General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**OTHER POSTS**

**POST 04/221**  
**DEPUTY DIRECTOR: HUMAN RESOURCE PRACTICE & ADMINISTRATION REF NO: SAC 2020/04**

Re- Advertisement

**SALARY**  
R733 257 per annum (Level 11)

**CENTRE**  
Head Office (Polokwane)
REQUIREMENTS: an appropriate NQF level 6 qualification in HRM/D / Public Management / Administration or equivalent as recognized by SAQA. At least 3-5 years’ experience in HRM/D environment as an Assistant Director. PERSAL literacy (please attach proof). A valid driver’s license (with the exception of persons with disabilities). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiations skills, Policy formulation and Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, policy formulation and analytic thinking.


ENQUIRIES: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/222: ASSISTANT DIRECTOR: SALARIES AND ACCOUNTS REF NO: SAC2020/05
(Re- Advertisement)

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Polokwane)
REQUIREMENTS: An appropriate NQF level 6 or equivalent qualification in Commerce /Financial Management / Financial Accounting / Management Accounting / Auditing as recognized by SAQA. At least 2-3 years’ experience at supervisory level (level 7 or 8). A valid driver’s licence (with the exception of persons with disabilities). PERSAL literacy (please attach proof). Competencies: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public Finance Management, Public service knowledge, negotiations, working under tight deadlines and analytic thinking.


ENQUIRIES: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/223: PERSONAL ASSISTANT TO HOD REF NO: SA2020/06
(Re-Advertisement)

SALARY: R257 508 per annum (Level 07)
CENTRE: Head Office (Polokwane)
REQUIREMENTS: NQF Level 6 or equivalent qualification in Office Assistant / Office Management / Office Administration / Office Management and Technology / Management Assistance / Secretariat as recognised by SAQA. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). At least 1 to 2 year’s relevant experience in Office Management. Valid driver’s license will be an added advantage. Core and Process Competencies: Good telephone etiquette; Good interpersonal relations; excellent communication and report writing skills; Time Management; Ability to work under pressure; Ability to maintain confidentiality. Knowledge Management,
Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills; Analytic thinking and Honesty and Integrity.

**DUTIES**: Perform a variety of administrative tasks pertaining to giving support to the HoD, e.g. receiving and referral of correspondence to other programme’s as requested by the HoD and maintain contacts database. Make follow-ups on outstanding reports from colleagues. Perform tasks of a personal and secretarial nature for the HOD such as screening correspondence, calls, bookings and appointments. Manage both electronic and paper diary. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general professional atmosphere at all times. Develop and maintain a system for storage and prompt retrieval of information and track incoming and outgoing mail.

**ENQUIRIES**: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**POST 04/224**: SPORT PROMOTION OFFICER REF NO: SAC 2020/07

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

**CENTRE**: Vhembe District

**REQUIREMENTS**: NQF Level 6 or equivalent qualification in Sports as recognised by SAQA. At least 1-2 years’ experience in Sports Environment. A valid driver’s license (with the exception of persons with disabilities). Competencies: basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province, policy formulation and analytic thinking.

**DUTIES**: Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders, facilitate sustainable capacity development programmes in sport within the school, wards, local areas and districts, implement sport and recreation programmes in the schools, wards and local areas for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational policies, render administrative functions in relation to programmes that are implemented, provide support services to federations, clubs school sport structures, administer coach education in terms of different sporting codes, liaise with hubs, sport federations, sport council and academy to increase the number of participants in sports and recreation activities, promote gender mainstream in sport and recreation examine, compile the monitor transfer payments of funded projects.

**ENQUIRIES**: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

**POST 04/225**: ARCHIVIST REF NO: SAC 2020/08

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

**CENTRE**: Sekhukhune District

**REQUIREMENTS**: NQF Level 6 or equivalent qualification in Archival studies, records management, and information studies as recognised by SAQA. At least 1-2 years’ experience in Archives Services. A valid driver’s license (with the exception of persons with disabilities). Competencies: Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Records and Information Management (Both Electronic and Paper based), policy formulation and analytic thinking, Understanding of National and Provincial Archive Legislation, Understanding of Basic Research and Development.
DUTIES: Design, evaluate, implement and maintain records classification systems, provide records management training, conduct appraisal of records for disposal purposes, conduct inspections to ensure compliance with proper records management practices, provide professional support and advice to stakeholders, collect, arrange, describe and preserve non-public and public records, promote and market archival functions and services, collect, research and transcribe oral history records, transfer records from the office of origin, public or private bodies to archives. Provide fulltime supervision of the use of archives records, draw up an annual inspection programme for approval and dissemination to the concerned offices, compile appraisal reports and submit for disposal authority, update the training manual and compile in line with policies and procedures.

ENQUIRIES: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/226: LIBRARY ASSISTANT REF NO: SAC 2020/09

SALARY: R145 281 per annum (Level 04)
CENTRE: Vhembe District
REQUIREMENTS: NQF level 4 qualification as recognised by SAQA. An experience in Library environment and Qualification in Library & Information Studies/Science will an added advantage. A valid driver’s license (with the exception of persons with disabilities). Competencies: Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, Understanding of Knowledge and Information management system. Basic understanding of Library and archives, Library Material and Asset Management.

DUTIES: Provisioning of clerical support services within the library, Retrieval and Shelving of library stock, systematic checking of shelves, maintain records and files related to library service activities, provide support services for library Administration, Computerization of Library materials, provide support services for awareness, and provide support services for collection development. Repairing Damaged books, filling of catalogue cards, provide data capturing services, verify if library books are catalogued for processing, advise clients on library matters during exhibitions, market library materials to clients, Stock tacking and weeding, issuing and receiving of library materials and compile list of identified library materials.

ENQUIRIES: General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/227: SCHOOL SPORT COORDINATOR REF NO: SAC 2020/10 (X1 POST)

(1 Year Contract Renewable Based On Performance for a Period of Three Years

SALARY: R145 281 per annum (Level 04) plus 37 % of lieu of benefit
CENTRE: Vhembe District
REQUIREMENTS: NQF level 4 qualification as recognised by SAQA. A Qualification in Sport Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment and administration, Valid Driver’s license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province. Competencies: Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

DUTIES: Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings;
Ensure equitable participation in sport; Coordinate and integrate stakeholders activities; Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees ;Coordinate School Sport Leagues in School Circuits and Districts ; Compilation of reports and data capturing.

ENQUIRIES : General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/228 : DISTRICT ACADEMY REF NO: SAC 2020/12 (X2 POSTS)
Sekhukhune Academy and Capricorn Academy
(1 Year Contract Renewable Based On Performance for a Period of Three Years'

SALARY : R122 595 per annum (Level 03) plus 37 % of lieu of benefit
CENTRE : Sekhukhune District (X1 Post)
Capricorn District (X1 Post)

REQUIREMENTS : NQF level 4 qualification as recognised by SAQA. Level A qualification in Sport Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment t and administration will added advantage. A certificate in Sport Management and Administration will be an added advantage, Valid Driver’s license (with the exception of persons with disabilities. Competencies: Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

DUTIES : Administer the Sport and Recreation programmes in the District, Compile and file the district’s documents; Responsible for sport inventory management of the district; Responsible for filing and recording of portfolio of evidence for the District; Ensure the gathering of information/ collect data, including community audits, ensure that records of the District are maintained.

ENQUIRIES : General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/229 : GENERAL WORKER REF NO: SAC 2020/13 (X2 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : Muti wa va-Tsonga (Mopani District)

REQUIREMENTS : Grade 10 certificate or AET level 2. Qualification as recognized by SAQA. Competencies: Communication skills will be an added advantage, Able to read and write.

DUTIES : Perform routine activities in museum maintenance; ensure availability of maintenance materials, cutting, collection and transportation of raw materials. Restoration and renovations of all museum traditional structures, etc. cleaning of museum facilities and structures, care for museum collections and objects, assist with demonstrations during museum activities such as daily guided tours, exhibitions, outreach programmes, shows and educational programmes ,etc perform routine activities in respect of livestock such as care for museum livestock, inspection and treatment against ticks and other illnesses, render any manual labour necessary for the effective operation of the museum from the supervisor. Load and offload furniture, equipment and any other goods to relevant destination, clean government vehicles, clean relevant work station.

ENQUIRIES : General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/230 : CLEANER REF NO: SAC 2020/14 (X2 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : Head Office (PLK)
Tzaneen Library (Mopani District)

REQUIREMENTS : Grade 10 certificate or AET level 2. Qualification as recognized by SAQA. Competencies: Communication skills will be an added advantage, Able to read and write.
**DUTIES**
Provisioning of cleaning services, cleaning offices corridors, elevators and boardrooms, dusting and waxing office furniture, sweeping, scrubbing and waxing floors, vacuuming and shampooing floors, cleaning walls, window and doors, emptying and clean dirty beans, collect and removing of waste papers, freshen the office areas, clean general kitchen, cleaning basins, wash and keep stock of kitchen utensils, and replace toilet papers, hand towels and refreshers, keep and maintain cleaning materials and equipment, report broken cleaning machines and equipment and requests cleaning materials

**ENQUIRIES**
General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhand ND @ 015 284 4038

**POST 04/231**
SPORT ADMINISTRATOR REF NO: SAC 2020/11 (X4 POSTS)
1 Year Contract Renewable Based On Performance for a Period of Three Years’

**STIPEND**
R5000.00 per month

**CENTRE**
Head Office

**REQUIREMENTS**
NQF level 4 qualification as recognised by SAQA. A Qualification in Sport Management / Administration or Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment and administration, Valid Driver’s license (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public services. Public service knowledge, negotiations, Sport and Recreation Environment and Stakeholders, Understanding the operations of all the professional and developmental sporting codes in the province. Competencies: Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word etc.

**DUTIES**
Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees; Coordinate School Sport Leagues in School Circuits and Districts ; Compilation of reports and data capturing.

**ENQUIRIES**
General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhand ND @ 015 284 4038

**POST 04/232**
CLUB COORDINATOR REF NO: SAC 2020/15 (X5 POSTS)
1 Year Contract Renewable based on performance for a period of three years’

**STIPEND**
R5000.00 per month

**CENTRE**
Sekhukhunene District
Mopani District
Vhembe District
Capricorn District
Waterberg District

**REQUIREMENTS**
NQF level 4 qualification or equivalent as recognised by SAQA. Qualification in Sport Management / Administration or / Sport Science will an added advantage. At least 1 to 2 years of experience in Sport environment and administration, Valid Driver’s licence (with the exception of persons with disabilities.

**DUTIES**
Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees; Coordinate School Sport Leagues in School Circuits and Districts ; Compilation of reports and data capturing.
ENQUIRIES : General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

POST 04/233 : HUB AND CLUB COORDINATOR REF NO: SAC 2020/16 (X9 POSTS)
1 Year Contract Renewable based on performance for a period of three years’

STIPEND : R3 500.00 per month
CENTRE : Capricorn District: Senwabarwana (X1 Post), Buffelshoek (X1 Post), Maja (X1 Post)
Mopani District: Relela (X1 Post)
Sekhukhune District: (Molepanee (X1 Post), Schoonord (X1 Post), OR Thambo (X1 Post)
Waterberg District: (Shongwane (X1 Post), Regorogile (X1 Post)

REQUIREMENTS : Must have a Grade 12 /Matric National Certificate or NQF level 4 Qualification, Mathematics or Maths Literacy or Accountancy at level 3 (Grade11) is an added advantage, must have English and local language fluency (communication at level 3), At least 1 year of experience in management and administration will be an added advantage. Competencies: Candidate must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills, An active sport and Facilitation and presentation skills.

DUTIES : Mobilise the community to be part of sport and recreation activities at in their community; Manage and coordinate activities of sport and recreation through clubs in hubs; safeguard and maintain sport equipment delivered in hubs and clubs; Coordinate and support sport and recreation activities in the community for schools and non-schools sport teams and clubs; Maintain relationships with local Sports community organisations and other community youth groups in the community; Set up and coordinate all administration related to the Sport Clubs and hubs programmes; Be responsible for the coordination and implementation of the sport and recreation programmes and events in hubs, clubs and schools; Be committed to personal development and growth; Be prepared to work in the remote rural areas. Compile and present monthly and quarterly reports to the relevant District Manager.

ENQUIRIES : General enquiries should be directed to Mr Musia N 015 284 4143 and Ms Ramavhanda ND @ 015 284 4038

INTERNSHIP
Interns will receive a stipend of R6 510 per month for a period of 24 months (2 years), commencing on 1 April 2020 and ending on 31 March 2022.

OTHER POSTS

POST 04/234 : SUPPLY CHAIN MANAGEMENT REF NO: SAC 2019/17 (X4 POSTS)
STIPEND : R6 510.00 per month
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Degree/National Diploma in Supply Chain Management, Asset Management Logistics and Finance related
ENQUIRIES : General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169

POST 04/235 : FINANCE REF NO: SAC 2019/18 (X2 POSTS)
STIPEND : R6 510.00 per month
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Degree/National Diploma in Financial Management and related fields
ENQUIRIES : General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169

POST 04/236 : HUMAN RESOURCE DEVELOPMENT REF NO: SAC 2019/19 (X1 POST)
STIPEND : R6 510.00 per month
CENTRE : Head Office (Polokwane)

**ENQUIRIES** : General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169

**POST 04/237** : LANGUAGE SERVICES REF NO: SAC 2019/20 (X1 POST)

**STIPEND** : R6 510.00 per month

**CENTRE** : Head Office (Polokwane)

**REQUIREMENTS** : Degree/National Diploma in Translation and Linguistics: Xitsonga

**ENQUIRIES** : General enquiries should be directed to Ms Londi Langa @ 015 284 4109 and Ms Rakumako Angie @ 015 284 4169
ANNEXURE X

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

CLOSING DATE: 14 February 2020 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.

NOTE: Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 6 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms)

MANAGEMENT ECHELON

POST 04/238: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
REF NO: MPDOH/JAN/20/02

SALARY: R1 251 183 per annum (Level 14). All inclusive SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: Bachelor’s Degree in Human Resources Management or Public Administration or Business Administration or Human Sciences or any other equivalent qualifications and Five (5) years’ experience as a Senior Manager in a Human Resources Management and Development environment. A post graduate-Diploma in Human Resources Management or Public Administration or Business Administration or Human Sciences will be an added advantage. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; policy analysis, policy development and policy implementation and review processes. Modern systems of governance and administration. Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, team building and strong interpersonal skills. Excellent verbal and written communication skills. Outstanding planning, organizing and people management skills. Computer literacy skills. Project management skills. Problem solving skills. A highly developed interpretive and conceptualization / formulation ability. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. Ability to persuade and influence on decisions to be made. A valid driver’s license, Code EB.

DUTIES: To provide strategic management consulting and support services with respect to Human Resources and Career Management in the Provision of strategic management, support services with regards to Organisational and Employee Wellness; Provision of management support services with regards to HRM Strategy, HR Planning and HRM Policy Services; Provision of management support services with regards to HR Practices and Information Management;
Coordination and Provision of strategic support in the management of Labour Relations; Provision of technical and management support with regards to Performance Management. Serve as a Chief Negotiator in the Chamber.

ENQUIRIES
Ms Glory Mokone Tel No: (013) 766 3340

APPLICATIONS
The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION
Mr. Goodness Vilakazi

NOTE
Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/239
DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION REF NO: MPDOH/JAN/20/06

SALARY
R1 057 326 per annum [Level 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE
Provincial Office, Nelspruit

REQUIREMENTS

DUTIES
Determine and evaluate proper implementation of Human Resource Management strategies and policies to meet the Departmental Mandate. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate’s strategic goals. Develop the Directorate’s Operational Plan in support of the Department’s Strategic Plan Document and ensure that the assigned projects are delivered on time, within costs and required quality. Manage financial and other resources allocated to the Directorate. Advise and assist other managers on Human Resource Management practices and policy matters. HR Functions. Ensure that recruitment is well executed to ensure that the Department is correctly staffed with the right number of personnel with skills relevant to the service delivery needs. Participate in the development and administration of the personnel services budget. Assist the Department in designing a proper organisational structure, role of divisions, work units and post classifications. Assist in the proper implementation and monitoring of the Performance Management and Development Processes in line with the Provincial PMDS Policy. Manage employee health and wellness, employee compensation, service benefits and allowances and training and development of the personnel in the Department. Offer strategic support in the management and maintenance of Human Resource Information Systems.

ENQUIRIES
Ms Glory Mokone Tel No: (013) 766 3340

APPLICATIONS
The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION
Mr. Goodness Vilakazi

NOTE
Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/240
DIRECTOR: HOSPITAL SERVICES REF NO: MPDOH/JAN/20/07

SALARY
R1 057 326 per annum [Level 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE
Gert Sibande District, Ermelo

REQUIREMENTS
A tertiary qualification, preferably in Health Sciences and at least five (5) years relevant experience in the public health service. A Master’s Degree in Public
Health and a postgraduate Management qualification will be an added advantage. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver’s licence.

**DUTIES**

Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

**ENQUIRIES**

Ms Glory Mokone Tel No: (013) 766 3340

**APPLICATIONS**

The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION**

Mr. Goodness Vilakazi

**NOTE**

Shortlisted candidates will be subjected to present on the relevant Case Study.

**POST 04/241**

CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JAN/20/09

**SALARY**

R1 057 326 per annum [Level 13] all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement on appointment.

**CENTRE**

Mapulaneng Hospital

**REQUIREMENTS**

A degree / advanced diploma in a health related field. Registration with relevant Professional Council PLUS a Degree / diploma in health management. Five (5) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s licence (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Recommendations: A degree / diploma in a management field will be an added advantage. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES**

To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working
environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION: Mr. Goodness Vilakazi
NOTE: Shortlisted candidates will be subjected to present on the relevant Case Study.

OTHER POSTS

POST 04/242: SENIOR CLINICAL MANAGER (MEDICAL) GRADE 1 REFNO: MPDOH/JAN/20/01

SALARY: R1 362 366 - R1 467 651 per annum (70/30 split inclusive remuneration package and commuted overtime)
CENTRE: Tintswalo Hospital
REQUIREMENTS: MBCHB Degree or equivalent qualification plus relevant experience. Registration with the HPCSA. A valid work permit will be required from non-South African. At least 10 years’ experience after registration as Medical Officer. Sound clinical knowledge of PFMA, Public service legislations, regulations and policies. Skills: Communication skills, Problem solving skills, Decision making skills and Presentation skills. Good Valid driver’s licence and computer literacy. Be able to work under pressure.
DUTIES: Supervise and Manage clinical, medical, dental and pharmaceutical services. Provide clinical care to patients. Provide ongoing medical management of patients with chronic medical conditions. Management and storage of health information including discharging summaries. Participate in development and implementation of quality improvement plans in the hospital. Perform after hour.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 04/243: SENIOR MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/JAN/20/08

SALARY: R1 322 400 per annum (OSD) all-inclusive salary package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: Pharmacy Bachelor’s degree. Current proof of registration with South African Pharmacy Council. Bachelor’s degree in pharmacology and / or equivalent. Must have five (5) years relevant working experience in middle / senior management. Current registration with South African Pharmacy Council as a Pharmacist (proof of registration must be attached). Knowledge of Provincial and national health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriately theoretical and clinical
knowledge. Sound organization, planning and decision making abilities. A valid driver’s license.

**DUTIES**: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formula. Supervise and pharmacist interns and pharmacy support personnel. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Supervision of junior staff.

**ENQUIRIES**
- Ms Glory Mokone Tel No: (013) 766 3340

**APPLICATIONS**
- The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION**
- Mr. Goodness Vilakazi

**NOTE**
- Shortlisted candidates will be subjected to present on the relevant Case Study.

**POST 04/244**
- **CLINICAL MANAGER: GRADE 1 REF NO: MPDOH/JAN/20/03 (X2 POSTS)**

**SALARY**
- R1 173 900 – R1 302 849 per annum [OSD requirements depending on qualifications and experience]

**CENTRE**
- Carolina Hospital; Amajuba Memorial Hospital (Gert Sibande District)

**REQUIREMENTS**
- Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Post-graduate medical qualification will be an added advantage. Registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

**DUTIES**
- Provide services as the Clinical Manager in the hospital. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.

**ENQUIRIES**
- Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS**
- The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

**FOR ATTENTION**
- Mr. M A Dhladhla

**POST 04/245**
- **MEDICAL SPECIALIST GRADE 1 (SURGERY) REF NO: MPDOH/JAN/20/04**

**SALARY**
- R1 106 040 – R1 173 900 per annum (salary determination depending on experience in terms of relevant OSD)

**CENTRE**
- Rob Ferreira Hospital (Ehlanzeni District)

**REQUIREMENTS**
- Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in General Surgery specialty and proof of current registration. Grade 1: No experience. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

**DUTIES**
- The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervise all junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and
research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Ensure compliance to the National Core Standards within the department/institution. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)
POST 04/246: MEDICAL OFFICER GRADE 3 REF NO: MPDOH/JAN/20/05
SALARY: R1 089 693 – R1 362 366 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Mmamethake Hospital (Nkangala District)
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 10 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.
DUTIES: Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to the institution. Training and supervision of intern’s medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.
ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION: Mr. Goodness Vilakazi
POST 04/247: MEDICAL OFFICER GRADE 2 REF NO: MPDOH/JAN/20/10
SALARY: R938 962 – R1 026 693 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Carolina Hospital (Gert Sibande District)
REQUIREMENTS: Tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department.
DUTIES: Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to the institution. Training and supervision of intern’s medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all
ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)
FOR ATTENTION: Mr. M A Dhladhla
POST 04/248: CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JAN/20/11 (X2 POSTS)

SALARY: R869 007 per annum [Level 12] all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement on appointment.

CENTRE: Mmametlhake Hospital; Carolina Hospital
REQUIREMENTS: A degree / advanced diploma in a health related field. Registration with relevant Professional Council PLUS a Degree / diploma in health management. Five (5) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s license (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Recommendations: A degree / diploma in a management field will be an added advantage. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : Mr. Goodness Vilakazi

NOTE : Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/249 : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JAN/20/12

SALARY : R869 007 per annum (Level 12) all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement on appointment.

CENTRE : Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Diploma / Degree in Administration or Public Management. Experience: Five (5) years relevant experience of which three (3) years must at supervisory level (ASD). Knowledge of support services with reference to people management, facility management and supervision. Inherent requirements of the job: Valid driver’s licence. Willingness to work extra hours and be on standby. Competencies (knowledge / skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

DUTIES : Efficient and effective strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support to Medical Manager and management team.

ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

NOTE : Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/250 : MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/20/13 (X2 POSTS)

SALARY : R821 205 – R884 670 per annum [OSD requirements depending on qualifications and experience]

CENTRE : Mmamethlake Hospital; Middelburg Hospital (Nkangala District)

REQUIREMENTS : An appropriate qualification of MBChB degree plus proof of current registration with HPCSA as Medical Practitioner. At least post-registration as a Medical Practitioner. No experience after registration.

DUTIES : Reporting to the Medical Manager, the incumbent will be responsible for the following: Provide clinical care to patients in the wards, organize and participate in OPD/Casualty and clinics. Assist in clinical audit. Support junior doctors. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients on antiretroviral therapy (ART). Assess and monitor ART patients. Ensure provision of comprehensive HIV care.

ENQUIRIES : Ms. S Matheba: Tel No: (013 658 1070)

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035

FOR ATTENTION : Ms. S Matheba

NOTE : Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/251 : MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/20/14 (X2 POSTS)

SALARY : R821 205 – R884 670 per annum [OSD requirements depending on qualifications and experience]

CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Provide clinic care. Manage resources, including human resources. Co-ordinate and supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 OR Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION: Mr. M A Dhladhla

POST 04/252: MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/20/15 (X2 POSTS)

SALARY: R821 205 – R884 670 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Shongwe Hospital (Ehlanzeni District)

REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Provide clinic care. Manage resources, including human resources. Co-ordinate and supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage out-patient unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 OR Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION: Mr. M A Dhladhla

POST 04/253: DEPUTY DIRECTOR: ENTOMOLOGY REF NO: MPDOH/JAN/20/16

SALARY: R733 257 per annum (plus benefits)

CENTRE: Malaria Control Programme, Mbombela (Ehlanzeni District)

REQUIREMENTS: National Diploma or Bachelor’s degree in Entomology/Biological Science/Ecology (you are required to furnish a credit certificate and/or a statement of results). A post graduate Degree in Entomology; research experience and scientific publications. Experience: three (3) years post qualification natural scientific experience. Knowledge of legal compliance; creating high performance culture; professional judgment; Data analysis; Policy development and analysis; presentation skills; Programme and Project management, scientific methodologies and models, Research and development, Computer aided scientific applications. Skills: Analytic, creativity, decision making, team work, creativity, communication (written / verbal), problem-solving, technical report writing, people management, Computer literacy in MS Office software, networking, change management, planning and organising skills. Valid driver’s license and the ability to drive.

DUTIES: Develop and monitor policies, guidelines, norms and standards to be in line with the relevant World Health Organisation Integrated Vector Control Management guidelines and monitoring of insecticide usage. Oversea and manage inspection with regard to indoor residual spraying quality. Enable better decision-making about where and with which insecticides to spray. Monitor insecticide resistance to inform operations and as an early warning system for the region. Identify areas which are at risk of transmission due to the presence of vectors and continued monitoring in low risk areas and monitor spray quality during spray season by cone bioassays. Lead the vector control team during entomological surveillance when...
conducting outbreak and epidemic response. Inform on which entomological interventions to use when responding to a malaria case and work with partners to test vector control tools and approaches and ensure the insectary is operational. Vector control health promotion and messaging. Map breeding sites and inform larviciding operations. Stock control of insecticides and manage entomological information being captured on the Malaria Information System. Develop and implement methodologies, policies, systems and procedures with particular reference to malaria vector research; identify gaps and develop appropriate interventions for malaria vector research needs; continuous professional development to keep abreast with new technologies and procedures; conduct applied research to generate information and knowledge aimed at developing appropriate technology to address malaria vectors; gather and interpret data statistically and compile scientific papers and technical documents; dissemination of information through presentation of papers at scientific symposia and congresses and lecturing at provide specialist advice on malaria vector related matters.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 04/254: PHARMACIST GRADE 1 REF NO: MPDOH/JAN/2017

SALARY: R693 372 - R735 918 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Tintswalo Hospital (Ehlanzeni District)
REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Core competencies recommended: Commitment to quality development of self and others. Computer literacy, good interpersonal relations. Skills: Good written and verbal communication skills. Strong leadership and management skills.

DUTIES: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train pharmacy support staff, Interns, Community Servers and Junior Pharmacists.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 04/255: PHARMACIST GRADE 1 REF NO: MPDOH/JAN/2018

SALARY: R693 372 - R735 918 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Shongwe Hospital (Ehlanzeni District)
REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Core competencies recommended: Commitment to quality development of self and others. Computer literacy, good interpersonal relations. Skills: Good written and verbal communication skills. Strong leadership and management skills.

DUTIES: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train pharmacy support staff, Interns, Community Servers and Junior Pharmacists.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)
POST 04/256: PHARMACIST: GRADE 1 REF NO: MPDOH/JAN/20/19

SALARY: R693 372 - R735 918 per annum [OSD requirements depending on qualifications and experience]

CENTRE REQUIREMENTS: Pharmaceutical Services, Provincial Office (Mbombela)


DUTIES: Provide technical assistance in provision of pharmaceutical services in the province. Monitoring of medicine availability on RX Solution and Stock visibility system. Monitoring implementation of policies and procedures for pharmaceutical services. Support the implementation of medicine supply management processes. Ensure efficient support of other healthcare programmes.

ENQUIRIES: Ms Dolly Khoza, (013) 766 3078; Mr. Michael Mlangeni (013 766 3753)

APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION: Mr. Goodness Vilakazi

POST 04/257: ASSISTANT MANAGER: NURSING (PNB-4) REF NO: MPDOH/JAN/20/20

SALARY: R614 99 – R692 166 per annum [OSD requirements depending on qualifications and experience]

CENTRE REQUIREMENTS: Msukaligwa Sub District (Gert Sibande District)

REQUIREMENTS: Basic R425 Qualification i.e. A Diploma/ Degree in Nursing. A Diploma in Clinical Nursing Assessment, treatment and Care. Added advantage: Diploma or Degree in Nursing Administration. Registration with the South African Nursing Council. Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Minimum of 6 years recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery. A valid Driver’s License.

DUTIES: Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

FOR ATTENTION: Mr. M A Dhladhla
POST 04/258: HEAD OF DEPARTMENT: CLINICAL SKILLS LABORATORY AND SIMULATION TECHNICIAN REF NO: MPDOH/JAN/20/21

SALARY: R579 696 – R672 018 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Mpumalanga College Of Nursing (Ehlanzeni District)

REQUIREMENTS: 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 in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education. A high degree of competent in standard IT systems and the aptitude to learn and apply new systems is also desirable

DUTIES: Oversee a learning management system and provide special learning Technologies. Coordinate daily operations and assist in running of training scenarios and utilization of the simulation equipment’s; Provide technical support for all simulation operations; course preparation and clean-up; maintenance and repair of human patient simulators and associated computers/software; prepare, operate and maintain the anatomic models, task trainers, and full body computerized patient simulators; set-up rooms for simulation course training; ensure efficient operation of the programs.

ENQUIRIES: Ms Dolly Khoza, (013) 766 3078; Mr. Michael Mlangeni (013 766 3753)

APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION: Mr. Goodness Vilakazi

POST 04/259: ASSISTANT MANAGER: NURSING (PNA-7) REF NO: MPDOH/JAN/20/22

SALARY: R562 800 – R633 432 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Amajuba Memorial Hospital (Gert Sibande District)

REQUIREMENTS: Minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. Added Advantage: Diploma or Degree in Nursing Administration. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Current registration with the South African Nursing Council (SANC). Computer literacy will be an added advantage. Submission of certified documents. (Certificates & ID).

DUTIES: Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

FOR ATTENTION: Mr. M A Dhladhla
POST 04/260 - OPERATIONAL MANAGER (PNB3) (REPLACEMENT) REF NO: MPDOH/JAN/20/23

SALARY: R562 800 – R633 432 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Vaalbank Clinic (Nkangala District)

REQUIREMENTS: Basic R42S qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specialty nursing after obtaining the one (1) year post-basic qualification in PHC Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.

ENQUIRIES: Ms. S Matheba Tel No: (013 658 1070)

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST 04/261 - OPERATIONAL MANAGER (PNB3) (REPLACEMENT) REF NO: MPDOH/JAN/20/24

SALARY: R562 800 – R633 432 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Lochiel CHC (Gert Sibande District)

REQUIREMENTS: Basic R42S qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specialty nursing after obtaining the one (1) year post-basic qualification in PHC Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)
FOR ATTENTION: Mr. M A Dhladhla
POST 04/262: OPERATIONAL MANAGER (PNB3) REF NO: MPDOH/JAN/20/25
SALARY: R562 800 – R633 432 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Embalenhlle CHC (Gert Sibande District)
REQUIREMENTS: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specialty nursing after obtaining the one (1) year post-basic qualification in PHC Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stake holders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics. Work as part of multi-disciplinary team at Supervisory level. Implementation of National Core Standards.
ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION: Mr. M A Dhladhla
POST 04/263: ASSISTANT DIRECTOR: ADMINISTRATION (PATIENT ADMIN) REF NO: MPDOH/JAN/20/26
SALARY: R470 040 per annum (Level 10) (plus benefits)
CENTRE: Ermelo Regional Hospital (Gert Sibande District)
REQUIREMENTS: Degree / Diploma in Public Administration / Management or equivalent qualification with 3 years’ relevant experience. Ability to work independently and under pressure. Computer literacy. Comprehension knowledge of all aspects of Administration health Management. Ability to interpret and implement policies. Knowledge and understanding of LRA, PSA, PFMA, procurement procedures and policies. To be familiar with BAS, PAAB and LOGIS System. Knowledge of Batho Pele Principles and customer care. Sound organising and planning skills; creativity, job information, decision making, supervision and control. Analytical thinking. Ability to work effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. Experience in planning, reporting and performance management is also required.
DUTIES: Manage Office Administration services. Manage Communication services, Patient Administration, Porters, Data Captures, Registry / Document Management, Switchboard and ensure a high quality output. Manage quality improvement initiatives and provision of communication services. Reclassify patients' administration issues. Monitor and evaluate service rendered to clients. Supervise utilisation of physical, financial and human resources in the section: Compile budget proposal of the section and monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Assess process and performance risks in the section in order
to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section. Manage proper records of management patients. Manage cash flow and maintain proper patients system. Supervise and manage the PAAB system. Oversee Security Services.

ENQUIRIES:
Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS:
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION:
Mr. M A Dhladhla
POST 04/264:
ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: MPDOH/JAN/20/40 (Re-Advertisement)

SALARY:
R470 040 per annum (Level 10) plus benefits
CENTRE:
Provincial Office, Nelspruit
REQUIREMENTS:
Diploma / Degree in Fleet Management equivalent qualifications with 3 years' supervisory experience in Government Vehicle or Fleet Management. Computer literate and valid driver's license. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

DUTIES:
Co-ordinate transport. Ensures that the best and most economical use of government motor transport is maintained. To exercise control over the maintenance and expenditure involved in the use of government motor transport. To arrange for proper completion and regular scrutiny of all records and returns concerning government motor transport. Ensure the control of logbooks and the safe keeping of keys and petrol cards. Ensure that all instructions relevant to the use, operation and maintenance of government motor vehicles are complied with the act as liaison between his/her office, First Auto and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. To plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims.

ENQUIRIES:
Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)
APPLICATIONS:
The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION:
Mr. Goodness Vilakazi
POST 04/265:
CLINICAL PROGRAMME CO-ORDINATOR: QUALITY ASSURANCE REF NO: MPDOH/JAN/20/27 (X2 POSTS)

SALARY:
R444 276 – R500 031 per annum [OSD requirements depending on qualifications and experience]
CENTRE:
Shongwe Hospital; Tonga Hospital ( Ehlanzeni District)
REQUIREMENTS:
Grade 12 or (Senior Certificate). Diploma /Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing & Midwifery. Current registration with SANC (2019 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies required: strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES:
Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district,
monitor quality assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that quality assurance committees are established: that these have quality improvement projects and that significant change is recognized and rewarded. Identify best practices and implement these to continuously advance quality assurance in the district. Interact with university and COHSASA role players to enhance the quality assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identity facilitate and coordinate all quality improvement plans. Ensure implementation of National core standard and provincial initiatives (patients Right Charter, Batho Pele programmers etc.). Ensure that all facilities conduct patients Experience of Care and waiting time’s surveys. Ensure planning, Co-ordination implementation, monitoring and evaluation of the quality assurance programmes within the district, Co-ordinate all aspects of National Core Standards. Programmer including assessments and activities to achieve National Core Standards accreditation. Coordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and submit monthly quarterly and annual reports. Conduct District assurance meetings provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complains and various other related committees to improve quality. Ensure all facilities conduct patient Experience of care and waiting times surveys Co-ordinate Batho Pele and good governance programmers.

ENQUIRIES:
Mr. I Zitha Tel No: 013 755 5100

APPLICATIONS:
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION:
Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 04/266:
LECTURER PND I – 2 (NURSING) REPLACEMENT REF NO: MPDOH/JAN/20/28 (X2 POSTS)

SALARY:
R383 226 – R614 991 per annum [OSD requirements depending on qualifications and experience]

CENTRE:
Piet Retief Hospital (Gert Sibande District)

REQUIREMENTS:
Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse minimum 4yrs, plus a post basic nursing qualification in Nursing Education and no experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education.

DUTIES:
Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner’s competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES:
Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS:
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION:
Mr. M A Dhladhla

POST 04/267:
LECTURER PND I – 2 (NURSING) REF NO: MPDOH/JAN/20/29

SALARY:
R383 226 – R614 991 per annum [OSD requirements depending on qualifications and experience]

CENTRE:
Middelburg Hospital Nkangala District
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse minimum 4yrs, plus a post basic nursing qualification in Nursing Education and no experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education.

DUTIES: Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determine learner’s competencies. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST 04/268: PROFESSIONAL NURSE (PNB-1) CASUALTY AND PEADS REF NO: MPDOH/JAN/20/30 (X2 POSTS)

SALARY: R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Evander Hospital (Gert Sibande District)

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES: Provide comprehensive health care services in Casualty and Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION: Mr. M A Dhladhla

POST 04/269: PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/JAN/20/31

SALARY: R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Siyabuswa CHC (Nkangala District)

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425. (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212.

DUTIES: Provide comprehensive health care services in Casualty and Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and
other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho - Pele Principles and Patient Right Charter.

ENQUIRIES
: Ms. S Matheba: Tel No: (013 658 1070)

APPLICATIONS
: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koomhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION
: Ms. S Matheba

POST 04/270
: PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/JAN/20/32

SALARY
: R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

CENTRE
: Mobile – Lekwa / Dipaliseng Sub District (Gert Sibande District)

REQUIREMENTS
: Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212.

DUTIES
: Provide comprehensive health care services. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with other stake holders. Implement Basic Nursing Care. Ensure adherence to Batho - Pele Principles and Patient Right Charter.

ENQUIRIES
: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS
: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION
: Mr. M A Dhladhla

POST 04/271
: PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/JAN/20/33

SALARY
: R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

CENTRE
: Embalenhle Ext 14 Clinic (Gert Sibande District)

REQUIREMENTS
: Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing.

DUTIES
: Provide comprehensive health care services in Casualty and Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho - Pele Principles and Patient Right Charter.

ENQUIRIES
: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS
: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION
: Mr. M A Dhladhla

POST 04/272
: PROFESSIONAL NURSE (PNB-1) ADVANCED MIDWIFERY REF NO: MPDOH/JAN/20/34

SALARY
: R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

CENTRE
: Tonga Hospital (Ehlanzeni District)

REQUIREMENTS
: Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with
duration of at least 1 year, accredited with SANC in terms of Government Notice R212, a Diploma in Midwifery and Neonatal Nursing.

**DUTIES**: Provide comprehensive specialised health care services in Maternity and Neonatal wards. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Provision of support to nursing services. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care in a specialty area. Ensure adherence to Batho-Pele Principles and Patient Right Charter.

**ENQUIRIES**

Mr. I Zitha Tel No: 013 7555 5100

**APPLICATIONS**

The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**

Ms. Innocent Mthombeni Tel No: (013 7555 100)

**POST 04/273**: PROFESSIONAL NURSE (PNB-1) THEATRE REF NO: MPDOH/JAN/20/35 (X2 POSTS)

**SALARY**: R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

**CENTRE**: Bethal Hospital (Gert Sibande District)

**REQUIREMENTS**: Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

**DUTIES**: Provide comprehensive health care services in Theatre. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho-Pele Principles and Patient Right Charter.

**ENQUIRIES**

Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS**

The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

**FOR ATTENTION**

Mr. M A Dhladhla

**POST 04/274**: OPERATIONAL MANAGER: (PNB3) – THEATRE REF NO: MPDOH/JAN/20/36

**SALARY**: R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

**CENTRE**: Carolina Hospital (Gert Sibande District)

**REQUIREMENTS**: Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills; Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver’s license.

**DUTIES**: Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed
by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION: Mr. M A Dhladhla

POST 04/275: PROFESSIONAL NURSE (PNB-1) CASUALTY REF NO: MPDOH/JAN/20/37

SALARY: R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Bethal Hospital (Gert Sibande District)
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing.
DUTIES: Provide comprehensive health care services in Casualty ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho Pele Principles and Patient Right Charter.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION: Mr. M A Dhladhla

POST 04/276: ASSISTANT DIRECTOR: FINANCE (INFRASTRUCTURE) REF NO: MPDOH/JAN/20/38

SALARY: R376 596 per annum (Level 09) plus benefits
CENTRE: Provincial Office, Nelspruit
DUTIES: Prepare list of invoices (Accruals) not paid while service has been rendered by the end of each quarter. Reconcile accruals and Commitment to avoid duplications. Liaise/Engage with Department of Public Works, Roads and Transport for listing completeness. Review all payments made after year and if service is rendered before year end ensure invoices are included in accrual list. Commitments: Trace all projects appointment letters. Determine retention for each project in progress. Perform cost accumulation for each project in progress for both the contractor and consultant. Compile a file of appointment letters for all the projects. Update the commitment schedule as we receive new appointment letters. Report capital commitments on quarterly basis to the AFS. Perform monthly reconciliation of cost accumulation per project. Lease commitment: Prepare register of lease
commitment running and calculate lease commitment to be disclosed on quarterly basis. Prepare a file of all running lease commitment. Identify all expired lease and remove from lease register/schedule. Retention: Identify retention deducted from each payment certificate and update on the WIP schedule for disclosure note. Prepare a file of retention deducted per project. Record retention amount to the disclosure note of the AFS. Working in progress: Compile list of WIP projects in the current financial year. Formulate the cost accumulation for both the contractor and consultants. Prepare file of each working in progress project. Report working in progress to the note of the AFS on quarterly basis. Transfer WIP to the completed once project is finalized. Immovable Tangible Assets: Prepare list of completed assets in the current year. Compile a list of all completed assets to be surrendered to the DPWRT together with supporting documents. Prepare a file of all completed assets. Prepare a register of all completed assets. Reconcile with the DPWRT on all completed assets. Compile a list of non-cash additions/donations supported by signed Section 42 certificate. Payment analysis: Prepare payment analysis and reconcile from date received to the payment date. Provide reasons for each outstanding invoice not paid. Reconcile with DPWRT on continuously basis regarding payments. Prepare schedule of payments on weekly basis. Provide information regarding budget and expenditure incurred to date at project level. Prepare and capture journals Preparation of financial statements (interim and annual): Immovable assets.

ENQUIRIES: Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION: Mr. Goodness Vilakazi

POST 04/277: ASSISTANT DIRECTOR: WAREHOUSE LOGISTIC REF NO: MPDOH/JAN/20/39
(Re-Advertisement)

SALARY: R376 596 per annum (Level 09) plus benefits
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: Diploma / Degree in Logistic Services or equivalent qualifications with 3 years' supervisory experience in Warehouse or Logistical Services. A good understanding of the relevant business processes and warehouse principles and processes. Excellent administrative skills Computer literacy including SAP and MS Office. Analytical and problem solving skills. Strong written and verbal communication skills. Interpersonal skills. Ability to think logically and practically. Negotiating and networking skills. Innovative and solution driven. Good interpersonal skills. Ability to work under pressure and meet tight deadlines.

DUTIES: Establish and implement efficient controls in logistics management. Prepare and present reports related to warehouse management activities. Be responsible for overall effective management of the store, including managing a team of personnel and their performances. Ensure compliance with relevant legal and statutory requirements e.g. health and safety. Ensure weekly/ monthly/annual stock count and other reporting requirement. Maintain financial records in compliance with policies and procedures. Ensure compliance with SCM policies and implement the standard operating procedures. Respond to audit queries. Oversee training, development and application of performance management within area of responsibility.

ENQUIRIES: Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION: Mr. Goodness Vilakazi

POST 04/278: LEGAL ADMINISTRATION OFFICER - MR5 (LEGAL SERVICES) REF NO: MPDOH/JAN/20/41

SALARY: R373 389 – R502 893 per annum [OSD requirements depending on qualifications and experience]
**CENTRE**: Provincial Office, Nelspruit


**DUTIES**: Draft, amend or edit legislation and subordinate legislation that are administered by the Department. Draft legal documents such as tender documents, contracts, international agreements, directives, delegations, assignments, and cabinet memoranda. Provide legal advice or opinions to the Department and Regional Offices on all legal related matters. Provide training or make presentation on the Acts administered by the Department. Give legal opinions in complex legal matters. Assist in the application and interpretation of labour law, and appear at the CCMA on behalf of the Department. Debt recovery and settlements with persons who have entered into legal relationships with the Department. Liaise with other institutions or Government Departments regarding legal matters.

**ENQUIRIES**: Ms. Dolly Khoza Tel No: (013 766 3087) or Mr. Michael Mlangeni Tel No: (013 766 3753)

**APPLICATIONS**: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION**: Mr. Goodness Vilakazi

**POST 04/279**: ENVIRONMENTAL HEALTH PRACTITIONER GRADE: 1 REF NO: MPDOH/JAN/20/42 (X3 POSTS)

**SALARY**: R320 081 per annum

**CENTRE**: Malaria Control Programme: Bushbuckridge (Ehlanzeni District)

**REQUIREMENTS**: Diploma / Degree in Environmental Health / Public Health or relevant Qualification. Current registration with Health Professions Council of South Africa as an Independent Environmental Health Practitioner. Good knowledge of Malaria Elimination strategies. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid code 10 (C1) drivers’ license. Experience in malaria control will be an added advantage.

**DUTIES**: Plan and manage the implementation of Indoor Residual Spraying activities. Conduct malaria surveillance activities within malaria communities, Manage and monitor Human Resources activities within the malaria sector, Conduct training of malaria spray teams. Conduct Health Education and training within the sector’s localities and facilities, implement relevant strategies for malaria case investigations, foci investigation and clearing by implementing, vector surveillance, epidemiology surveys, breeding site identification and management. Monitor and manage malaria data within scope of duties and assist with data quality checks.

**ENQUIRIES**: Mr. I Zitha Tel No: 013 755 5100

**APPLICATIONS**: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**: Ms. Innocent Mthombeni Tel No: (013 7555 100)

**POST 04/280**: SENIOR STATE ACCOUNTANT REF NO: MPDOH/JAN/20/43

**SALARY**: R316 791 per annum. (Level 08) (Plus benefits)

**CENTRE**: Salary Administration – Provincial Office, Nelspruit

**REQUIREMENTS**: Diploma / Degree in Finance. Related qualification with a minimum experience of three (3) years’ in Finance. Thorough knowledge of financial accounting. Exposure in the fields of salaries and tax will be an advantage. Good financial management skills, planning and organizing skills. Problem solving skills. Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury
Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results. Valid driver’s license.


**ENQUIRIES**: Ms. Dolly Khoza Tel No: (013 766 3087) or Mr. Michael Mlangeni Tel No: (013 766 3753)

**APPLICATIONS**: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION**: Mr. Goodness Vilakazi

**POST 04/281**: STATE ACCOUNTANT REF NO: MPDOH/JAN/20/44

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

**CENTRE**: Lydenburg Hospital

**REQUIREMENTS**: Diploma / Degree in Finance or Grade 12 with 3 years of experience in Finance. Thorough knowledge of financial accounting. Exposure in the fields of salaries and tax will be an advantage. Good financial management skills, planning and organizing skills. Problem solving skills. Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results. Valid driver’s license.


**ENQUIRIES**: Mr. I Zitha Tel No: 013 755 5100

**APPLICATIONS**: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**: Ms. Innocent Mthombeni Tel No: (013 7555 100)

**POST 04/282**: STATE ACCOUNTANT (INFRASTRUCTURE) REF NO: MPDOH/JAN/20/45

**SALARY**: R257 508 per annum [Level 07] plus benefits

**CENTRE**: Provincial Office, Nelspruit


**DUTIES**: Extract relevant infrastructure project data from BAS and other relevant systems. Capture payments on LOGIS. Check budget allocation for payments processing. Prepare payments reports for internal purposes and PWRT schedule. Overall management of staff and administration for the unit. Update accruals for the unit on monthly basis. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of subcontractors. Attend to payment queries. Assist with supply chain management. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorisation of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations]. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. Development of employees. Undertake human resources and other
related administrative functions. Establish and maintain effective and efficient communication arrangements.

ENQUIRIES : Ms. Dolly Khoza Tel No: (013 766 3087) or Mr. Michael Mlangeni Tel No: (013 766 3753)

APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : Mr. Goodness Vilakazi

POST 04/283 : PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JAN/20/46

SALARY : R257 508 per annum [Level 07] plus benefits

CENTRE : Mpumalanga College Of Nursing (Ehlanzeni District)

REQUIREMENTS : Grade 12 or equivalent qualification plus minimum of at least 3 years’ relevant HR experience or Diploma / degree in Human Resource Management. Certificate in Persal Training will be an added advantage. Extensive knowledge of recruitment and selection, service conditions, PMDS and other human resource-related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Knowledge of Persal. A valid driver’s license.

DUTIES : Perform HR-related duties, including capturing leave, appointments, and transfers, personnel records, termination of services and processing pension benefits. Render admin functions including the following: Condition of benefits and service benefits (leave, PILIR, long service recognition, housing, medical aid, relocations, etc). HR provisioning (recruitment and selection, verification of qualifications, secretarial functions for shortlisting and interviews, attend to HR enquiries. Ensure correct implementation of human resource management practices. Prepare monthly, quarterly and annual reports, create and update leave records).

ENQUIRIES : Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)

APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : Mr. Goodness Vilakazi

POST 04/284 : TRANSPORT OFFICER REF NO: MPDOH/JAN/20/47

SALARY : R257 508 per annum (Level 07) plus benefits

CENTRE : Evander Hospital (Gert Sibande District)

REQUIREMENTS : Grade 12 plus three (3) years’ experience in Government Vehicle or fleet management or Diploma / Degree or equivalent Computer literate and valid driver’s license. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

DUTIES : Co-ordinate transport – ensure that the best and most economic use of Government motor transport is maintained. Exercise control over the maintenance and expenditure involved in the use of Government motor transport. Arrange for proper completion and regular scrutiny of all records and returns concerning Government motor transport. Ensure that the vehicles under his /her control are kept in good condition and that they are serviced regularly. Ensure the control of logbooks and the safe keeping of keys and petrol cards. Ensure that all instructions complied with. Act as liaison between his/her office, First Auto and Government garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims.

ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION : Mr. M A Dhladhla


SALARY : R257 508 per annum. [Level 07] plus benefits
CENTRE: Provincial Office, Nelspruit

REQUIREMENTS:
Grade 12 Certificate plus 3 years' relevant experience or Diploma / Degree in Administration. Excellent MS Office Skills and Knowledge of office administration. Good planning and organizational skills. Good verbal and written communication skills and the ability to communicate well with people at different levels and from different backgrounds. Understanding of customer care and Batho Pele Principles. Logical and innovative thinking abilities. Must be able to pay attention to details. Good telephone etiquette. Basic financial management and provisioning administration skills. High level reliability. Must have the ability to work under pressure and must be prepared to work long hours. Must be able to type at least 40 words per minute.

DUTIES:
Provide secretarial functions to the Deputy Director General: Clinical Health Services through organizing and maintaining the diary of the Deputy Director General: Clinical Health Services, preparing of memorandums and PowerPoint presentations. Receiving of visitors and arranging refreshments, schedule meetings, workshops and organize the logistics thereof. Provide the overall administrative support services in the Office of the Deputy Director General: Clinical Health Services. Make travel arrangements for the Deputy Director General: Clinical Health Services. Manage internal correspondences in the office of the Deputy Director General: Clinical Health Services, develop and maintain a filing system. Proves subsistence and advance claims for the Deputy Director General: Clinical Health Services. Screen the accuracy of memorandums and submissions to the Deputy Director General: Clinical Health Services, Executive Management, Unit Manages and staff. Serve as Chief User Clerk for the Office for procurement purposes. Compile and submit payment advices for purchases or services. Maintain office expenditure records. Maintain a database of important contact numbers.

ENQUIRIES:
Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)

APPLICATIONS:
The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

NOTE:
Short-listed candidates will be subjected to Secretarial / typing Test.

POST 04/286: PROFESSIONAL NURSE GRADE 1 (PNA 2) (REPLACEMENT) REF NO: MPDOH/JAN/20/49

SALARY: R256 905 – R297 825 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Piet Retief Hospital (Gert Sibande District)

REQUIREMENTS:
Basic R425 or R683 qualification with midwifery (Diploma/Degree in nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.

DUTIES:
Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize material, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights.

ENQUIRIES:
Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS:
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

NOTE:
Mr. M A Dhladhla

POST 04/287: PROFESSIONAL NURSE (PNA-2) MIDWIFERY REF NO: MPDOH/JAN/20/50

SALARY: R256 905 – R297 825 per annum [OSD requirements depending on qualifications and experience]
<table>
<thead>
<tr>
<th>CENTRE</th>
<th>Elsie Ballot Hospital (Gert Sibande District)</th>
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<tbody>
<tr>
<td>REQUIREMENTS</td>
<td>Basic R425 or R683 qualification with midwifery (Diploma/Degree in nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.</td>
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<tr>
<td>DUTIES</td>
<td>Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize material, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights.</td>
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<td>Mr. C D Mnisi Tel No: (017 811 1642)</td>
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<td>APPLICATIONS</td>
<td>The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Mr. M A Dhladhla</td>
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<tr>
<td>POST 04/288</td>
<td>PROFESSIONAL NURSE GRADE 1 - PNA 2 (REPLACEMENT) REF NO: MPDOH/JAN/20/51</td>
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<tr>
<td>SALARY</td>
<td>R256 905 – R297 825 per annum [OSD requirements depending on qualifications and experience]</td>
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<tr>
<td>CENTRE</td>
<td>Mmamethlake CHC (Nkangala District)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Basic R425 or R683 qualification with midwifery (Diploma/Degree in nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.</td>
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<td>DUTIES</td>
<td>Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize material, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms. S Matheba: Tel No: (013 658 1070)</td>
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<tr>
<td>APPLICATIONS</td>
<td>The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Or Piet Koornhof Building, Justice Street, Emalahleni, 1035.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms. S Matheba</td>
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<tr>
<td>POST 04/289</td>
<td>PHARMACIST ASSISTANT (POST-BASIC) REF NO: MPDOH/JAN/20/52 (X3 POSTS)</td>
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<tr>
<td>SALARY</td>
<td>R241 839 – R256 686 per annum [OSD requirements depending on qualifications and experience]</td>
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<tr>
<td>CENTRE</td>
<td>Embhuleni Hospital (Gert Sibande District)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Current registration with the South African Pharmacy Council. Post Basic Pharmacist’ Assistant qualification. Good communication and writing skills. Good interpersonal skill. Be conversant with current pharmaceutical legislation. Be computer literate. Valid driver’s license will be a recommendation.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. C D Mnisi Tel No: (017 811 1642)</td>
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<tr>
<td>APPLICATIONS</td>
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<tr>
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<td>Mr. M A Dhladhla</td>
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</table>
POST 04/290: PHARMACIST ASSISTANT (POST-BASIC) REF NO: MPDOH/JAN/20/53 (X3 POSTS)

SALARY: R241 839 – R256 686 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Witbank Tb Hospital (Nkangala District)

REQUIREMENTS: Current registration with the South African Pharmacy Council. Post Basic Pharmacist Assistant qualification. Good communication and writing skills. Good interpersonal skill. Be conversant with current pharmaceutical legislation. Be computer literate. Valid driver’s license will be a recommendation.


ENQUIRIES: Ms. S Matheba Tel No: (013 658 1070)

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST 04/291: DENTAL ASSISTANT GRADE 1 REF NO: MPDOH/JAN/20/54

SALARY: R168 429 – R192 576 per annum (salary determination depending on experience in terms of relevant OSD)

CENTRE: Matibidi Hospital (Ehlanzeni District)

REQUIREMENTS: Grade 12 certificate plus current registration with HPCSA. No experience required. Ability to work under pressure. Sound interpersonal relations appropriate verbal and written communication skills. Provide pre-operative and post-operative nursing care.

DUTIES: Clean and sterilize preoperative and post-operative instruments and equipment. Order and monitoring of class II supplies. Prepare appropriate instruments and equipment according to procedures to be performed. Assist during procedures. Daily maintenance of autoclave, washer, hand piece unit and other mechanical equipment. Offer oral health education.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 755 5100)
This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filing of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS:
Quoting the relevant reference should be forwarded as follows: The Acting Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver To MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.

FOR ATTENTION
Mr H. Williams

CLOSING DATE
21 February 2020

NOTE
Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver’s license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. 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. The department reserves the right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.

OTHER POSTS

POST 04/292:
REGISTRAR REF NO: NCPA/2020/1
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY
R869 007 - R1 023 645 per annum (Level 12) (Inclusive package)

CENTRE
Kimberley Office (Northern Cape Consumer Protection Authority).

REQUIREMENTS
LLB Degree. Admitted as an Advocate. At least 8 years’ appropriate post article legal experience. A valid driver’s licence. Working knowledge of the Public Sector. Experience as a Registrar is essential. Good knowledge and application of the Consumer Legislation required. A good understanding of the legislative mandate of the Consumer Court. Working knowledge of the Consumer Court proceedings. Knowledge of relevant consumer legislation and its application. Good communication skills. Computer Literacy. Reliable, responsible and good time management skills. Managerial experience. Drafting experience. Case Management skills. Post article experience of 5 years and more. Must have working knowledge of the Public Sector. Experience as Registrar in High Court, Magistrate’s Court or Consumer Court essential.

DUTIES
Co-ordinate case flow management support processes to the Consumer Court. Issue all processes initiating court proceedings. Proper and diligent implementation of the PFMA in relation to the Consumer Court. Any administrative
function that will promote the purpose of the Northern Cape Consumer Protection Act.

ENQUIRIES: Adv. D. P. Olivier Tel No: (053) 831 5562/3

POST 04/293: MANAGER: EMPLOYEE HEALTH AND WELLNESS REF NO: DEDAT/2020/02
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R733 257 per annum (Level 11) (all inclusive package)
CENTRE: Kimberley Office
REQUIREMENTS: A 3 year tertiary qualification in Social Sciences or Health Sciences or equivalent, with at least 3-5 years’ relevant experience on Assistant Director Level in the EHW environment.
DUTIES: Manage the implementation and promotion of HIV/AIDS, STI and TB, prevention support and treatment programmes. Ensure the facilitation and promotion of Health and Productivity Management within the department. Manage the implementation of Safety, Health, Environment and Risk Quality. Implementation and provisioning of Health and Wellness related interventions. The incumbent will be expected to also manage the gender equity and mainstreaming programmes in the department.

ENQUIRIES: Dr M.S. Phera Tel No: (053) 839 4028

POST 04/294: ASSISTANT MANAGER: JOB EVALUATION REF NO: DEDAT/2020/03
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley Office
REQUIREMENTS: A relevant 3 year tertiary certification or equivalent qualification. Minimum of three years’ experience in Public Administration. Proven training and experience as a Job Evaluation Analyst.
DUTIES: Assist with the development of organisational structures and post establishment within the department. Supervise the rendering of a job evaluation function. Assist with the compilation of HR Plans and HR Implementation Reports.

ENQUIRIES: Mr H. Williams Tel No: (053) 839 4076

POST 04/295: ASSISTANT MANAGER: DEVELOPMENT AND SUPPORT (CO-OPS) REF NO: DEDAT/2020/04
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley Office
REQUIREMENTS: 3 Year tertiary qualification in Economics / Entrepreneurship / Business Management 3 years’relevant experience in business support environment; preferably Co-operatives sector.
DUTIES: Manage the establishment and advocacy of Co-operatives in the Province. Ensure that support and advice is provided to the clients in terms of the access to markets. Facilitate market research in order to provide sound advice to clients. Coordinate the dissemination of information through awareness campaigns. Ensure that support is provided to clients in terms of financial and non-financial support. Manage the coordination of coaching and mentoring programmes for clients in terms of the establishment of the co-operatives. Oversee projects and correct implementation of the business plan. Identify skills needs and give input on strategic planning. Manage the monitoring and progress of established co-operatives. Facilitate the gathering of information regarding the progress made and success of the established business for reporting purposes. Ensure the maintenance of a client database. Prepare unit budget and quarterly reports.

ENQUIRIES: Mr D. Christians Tel No: (053) 802 1646
ASSISTANT MANAGER: LOCAL ECONOMIC DEVELOPMENT REF NO: DEDAT/2020/05

Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Namakwa (Springbok) Office
REQUIREMENTS: A Bachelor Degree in Economics/ Business / Management /Development Studies is required. At least 3 year’s relevant LED experience. Understanding of confidentiality in Government. Knowledge of the Northern Cape. Province socio-economic and geographic profile. All elements of Management including, but not limited to: Financial, stakeholder, project, business management. The skills, experience and knowledge required will be as follow: business, strategic planning and research. Knowledge of government policies and processes, above average skills into IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite.

DUTIES: To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and local LED Strategies. To provide project support and advice for LED projects at District and Local Municipal level. To facilitate and support the Local LED Strategy alignment, development and integration of LED, IPAP, NDP, PSDF and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums.

ENQUIRIES: Mr H. Louw Tel No: (053) 802 1638

ASSISTANT MANAGER: STRATEGIC MANAGEMENT REF NO: DEDAT/2020/06

Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley Office

DUTIES: Align strategic and annual performance planning with emphasis on the outcome oriented monitoring and evaluation approach. Align strategic and annual performance plan with other broader plans, policies, projects and programmes. Align annual performance plan, budget statement #2 and the budget speech. Communicate possible policy, planning and strategic changes at National and Provincial level. Conduct Environmental and stakeholder analysis to establish needs and priorities. Develop and maintain systems and structures to optimise planning processes.

ENQUIRIES: Mr T. Palm Tel No: 053) 839 4050

ASSISTANT MANAGER: KNOWLEDGE MANAGEMENT (MIS) REF NO: DEDAT/2020/07

Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley Office
REQUIREMENTS: Relevant 3 year qualification in Computer Sciences, Information Management, Information Technology and/or Knowledge Management sciences. 3 years Practical experience in Knowledge management or related fields. Experience in
community development and related policies/implementation strategies. Must have driver’s License.

**DUTIES**: Develop Stakeholders partnerships to support Knowledge Economy. Develop Stakeholder relationships to improve efficiency and effectiveness. Liaise with departmental stakeholders to ensure effectiveness and efficiency of interventions. Establish and maintain stakeholder database. Analyze target community needs and develop appropriate partnerships and solutions. Implement Knowledge Economy/ICT Interventions appropriate to the target community needs. Support the monitoring and evaluation requirements of implemented interventions.

**ENQUIRIES**: Mr R. Grewan Tel No: (053) 830 4836

**POST 04/299**: ASSISTANT MANAGER: RESEARCH AND DEVELOPMENT REF NO: DEDEAT/2020/08

Re-Advertisements and candidates who previously applied are encouraged to re-apply.

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

**CENTRE**: Kimberley Office

**REQUIREMENTS**: Relevant B-Degree with Economics or statistics and training courses in management practices OR policy development. 3 Years working experience preferably in research environment.

**DUTIES**: Conduct Economic Research to enhance Provincial Economic Development planning. Contribute towards the development of the departmental research agenda outlining the research priorities of the Department over Medium term expenditure Framework (MTEF) period. Compile Economic intelligence reports based on the research and analysis of international, national, regional and provincial economic and social data. Support departmental initiatives/projects through research advisory services. Build sound and sustainable relationships with relevant stakeholders to enhance provincial research capacity. On-going job accountabilities (Ad-HOC).

**ENQUIRIES**: Ms K. Nkosi Tel No: (053) 830 4861
ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

OTHER POST

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 : 14 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 POST

POST 04/300 : DEPUTY DIRECTOR: OFFICE SUPPORT AND AUXILIARY SERVICES REF NO: NWP/OOP/2020/02

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

CENTRE : Mmabatho

REQUIREMENTS : An appropriate tertiary qualification at NQF level 6. 6-7 years’ experience in Main Registry, auxiliary services and office accommodation environment, of which three (3) years must be at Assistant Director level. Competence Requirements: Communication, Interpersonal, conflict resolution and facilitation skills. Ability to apply Analytical and innovative thinking. Understanding and implementation of Management tools. Policy formulation and implementation. Ability to work under pressure. Knowledge, understanding and proficient usage of the full suite of Microsoft. Knowledge and application of Policies governing the environment including but not limited to the following: Protection of information act National archives and records service act Minimum information security standards; Promotion of administrative justice act; Promotion of access to information Act; Public service Act; PFMA; Electronic communication and transaction Act. Occupational Health and Safety Act.


ENQUIRIES : Ms A. D Michael Tel No: (018) 388 3731
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

ERRATUM: Kindly note that the following posts: Porter, Worcester Hospital, Ref no 02/169, Sterilisation Operator, Worcester Regional Hospital, Ref No 02/166, Cleaner, Bothasig Community Day Centre, Ref No. 02/167, Messenger, Tygerberg Hospital, Ref No 02/168 advertised in Public Service Vacancy Circular 02 dated 17 January 2020, the closing date has been amended to 07 February 2020. Kindly note that the post of Community Liaison Officer (For Garden Route) with Ref No: 2/165 advertised in Public Service Vacancy Circular 02 dated 17 January 2020, have been withdrawn and also the post of Radiographer Grade 1 to 3 (Ultrasound) (For Garden Route) with Ref No: 3/ 305 advertised in Public Service Vacancy Circular 03 dated 24 January 2020, the requirements have been amended as follows: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound.

MANAGEMENT ECHELON

POST 04/301: DIRECTOR: MANAGEMENT ACCOUNTING
Directorate: Management Accounting

SALARY: R1 057 326 per annum, all-inclusive salary package. (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Based at: Bellville Health Park, Bellville

REQUIREMENTS: Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Financial Accounting or Management as recognised by SAQA with five years’ experience at a middle/senior managerial level. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's license. Ability to function in a team. Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives. Extensive knowledge of and experience in policies and processes with respect to finance, budgeting, revenue, debt management, etc, within the Provincial Administration including the structure of the budget through grants and the equitable share. Management reporting especially on the budget review, expenditure control and financial reports. Ability to give develop strategy and provide clear strategic direction. Ability to develop, analyse, monitor and execute financial policy, budget policy and revenue policy. Ability to plan and execute the budget process in the Department of Health. Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers. Other skills required: Interpretative skills, Problem solving skills, People and change management skills, Interpersonal and communications skills, Negotiating skills, Conflict handling skills.

DUTIES: Ensure an efficient financial planning process and Budget Management system. Oversee the management of an R25b budget under the supervision of the Chief Financial Officer and in consultation with other members of management. Ensure expenditure and revenue control and Approved Post List management. Give direction to the Finance Business Intelligence (BI) Section. Data interpretation and analysis: This is a most complex and diverse organisation, placing huge demands on the accumulation and analysis of data, cost-effectiveness studies, planning of allocations to entities, projections and management of expenses. Submit inputs in respect of the Annual Financial Statements, Annual report and participate in meetings with AG’s office. Develop and Maintain revenue policies, tariffs, systems and procedures, Hospital Fees Training and Billing System Support.
Comprehensive introduction and implementation of Case Management and Managed Health Care into all hospitals treating private patients by managing revenue policies, tariffs, systems, procedures, Hospital fees training and billing system support.

ENQUIRIES: Mr S Kaye Tel No: (021) 483-8690
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. Applicants will be subjected to a competency assessment test.
CLOSING DATE: 21 February 2020

OTHER POSTS

POST 04/302 : ASSISTANT MANAGER: MEDICAL PHYSICS

SALARY : R923 847 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Current and active registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration as a Medical Physicist. Inherent requirements of the job: Must be willing to work shifts when required. Physical ability to handle quality assurance equipment. Competencies (knowledge/skills): In depth knowledge and skills relating to the medical physics and quality assurance processes, tests and regulations associated with radiation emitting devices primarily in Radiology, as well as knowledge related to modern Medical Physics concepts in Radiation Therapy and Nuclear Medicine. Knowledge of computers and software used in Radiology (imaging and dose assessment), Radiotherapy (modern RT techniques) and Nuclear Medicine. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Experience in theoretical as well as practical teaching at post-graduate level, as well as an active interest in research and the implementation of new techniques.
DUTIES : Responsible for the establishment and maintenance of a comprehensive quality assurance programme in Diagnostic Radiology, including performance of routine work and tests associated with the programme. Responsible to maintain an effective radiation protection programme for the hospital, including reporting and monitoring of radiation incidents. Assist in the specification, procurement, installation and commissioning of radiation emitting devices in the hospital as required. Responsible for staff administration and management of the Mouldroom and Medical Physics workshop. Active participation in the training of registrars, Medical Physicists and Radiation Therapy Technologists, both in terms of practical as well as experiential training, and research. Assist with routine Medical Physics tasks in Radiation Oncology and Nuclear Medicine as required.
ENQUIRIES : Ms N Joubert, Tel No: (021) 404-6266
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 February 2020

POST 04/303 : CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)
Cape Winelands District

SALARY : R444 276 (PN-A5) per annum
CENTRE : Cape Winelands District Office, Worcester
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid manual (code B/EB) driver’s license and willingness to travel. Competencies (Knowledge/skills): Extensive knowledge and experience in Primary Health Care and Chronic Disease Management, with experience in the field of HIV/AIDS. Computer literacy in MS Office Package. Ability to communicate in at least two of the official languages of the Western Cape and ability to function effective within a multi-disciplinary team and independently. Understanding of the District Health System (DHS.)

DUTIES:
Co-ordination, facilitation and effective management (including monitoring and evaluation of programme objectives and targets) of Chronic Disease programme in line with the life course and COPC approach: Non communicable diseases, HIV/AIDS, Mental health, Eye Care. Evaluate and asses the competencies and skills of health staff in the above. Roll out, training and mentoring of the Practical Approach to Care Kit (PACK) and NIMART programmes within the District. Support the management of critical support functions (LAB, data, equipment, drugs) at district level.

ENQUIRIES:
Ms RC Balie Tel No: (023) 348-8122
APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE:
14 February 2020

POST 04/304:
OPERATIONAL MANAGER NURSING (GENERAL)
Garden Route District

SALARY:
R444 276 (PN-A5) per annum

CENTRE:
Harry Comay Hospital, George Sub-district

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recoginsable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime, night duty and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills.

DUTIES:
Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Co-ordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team work). Function as a health care professional according to the applicable norms and standards.

ENQUIRIES:
Ms LB Geweld Tel No: (044) 814-1117
APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE:
14 February 2020
POST 04/305 : CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (CLINICAL TRAINING)  
Cape Winelands Health District

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

CENTRE : Drakenstein Primary Health Care Support and Outreach

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with SANC as Professional Nurse. Experience:  
Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing.  
Grade 2: A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B) driver’s licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care. Relevant knowledge, skills and experience in training and practical accompaniment and knowledge of the Skills Development Act, Skills Development Strategy and policies and practices related to Skills Development. Computer literacy in the MS Office Package and ability to communicate in at least two of the three official languages of the Western Cape. Previous experience in Primary Health Care, NIMART and PACK Trainer/Mentor will be to the candidate’s advantage.

DUTIES : Coordinate and facilitate the development of learning opportunities for all nursing personnel. Facilitate training and updating of skills specifically regarding Primary Health Care Package of Care. Evaluate and assess the competencies and skills of nursing personnel. Mentoring and Coaching of primary health care staff. Management and coordinating of Sub District Nurse Training.

ENQUIRIES : Ms S Theron  
Tel No: (021) 877-6400

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE : 14 February 2020

POST 04/306 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) CLINICAL FACILITATOR

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post–basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as Professional Nurse. Experience:  
Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.  
Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the departments and the hospital. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols, procedures of nursing practices or regimes within the relevant disciplines/field of specialty units/wards with regards to quality practices. Knowledge of basic and post-basic training programs, computer literacy...
(Ms Word, Excel, PowerPoint and internet) and presentation skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape as well as sound interpersonal skills. Understanding of the control of financial resources and ability to work effectively in a multi-disciplinary team.

**DUTIES**

Co-ordinate and facilitate learning opportunities for all nursing personnel within the area of responsibility. Provide professional, technical and educational support for the provision of quality patient care through proper Manage nursing care programs in the relevant specialty environment. Provide and monitor the implementation of policies and programs, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programs. Effective management and utilisation of all human, financial and material resources. Promote and participate in research. Ensure effective communication with all relevant internal and external stakeholders.

**ENQUIRIES**

Mr A Mohamed Tel. No: (021) 404-2071

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

**CLOSING DATE**

14 February 2020

**POST 04/307**

**ASSISTANT DIRECTOR: ASSET MANAGEMENT**

**SALARY**

R376 596 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and supervisory experience in Asset Management. Understanding relevant Assets. Competencies (knowledge/skills): High developed problem-solving abilities. Excellent organising and planning skills. Ability to work under pressure. Computer literacy especially knowledge of Asset Management computer systems as well as MS Excel. Excellent communication skills, verbally and writing in at least two of the official languages used in the Western Cape. Sound knowledge of legislature framework of PFMA, GRAP, PPPF, AO System, Grievance procedure.

**DUTIES**

Effectively manage the Asset Management Section in the Finance Department to achieve its goals, objectives and targets. Interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions, and relevant and related SCM regulations. Responsible to manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset count planning, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register, Loss Control functions. Liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Liaise with auditor (external and internal) and deal with audit queries. Manage the performance, training and development of staff in Asset Management Unit. Management legislation and regulations.

**ENQUIRIES**

Mr MN Martin, tel.no. (021) 938-5607

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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<tr>
<th>NOTE</th>
<th>No payment of any kind is required when applying for this post.</th>
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<tbody>
<tr>
<td>CLOSING DATE</td>
<td>14 February 2020</td>
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<tr>
<td>POST 04/308</td>
<td>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</td>
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<tr>
<td>SALARY</td>
<td>R376 596 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Tygerberg Hospital, Parow Valley</td>
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<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Appropriate three-year National Diploma or Degree in a Finance related field. Experience: Appropriate knowledge and supervisory experience in Financial Administration and Supply Chain Management. Competencies (knowledge/skills): Extensive knowledge of the LOGIS/SYSPRO or a similar procurement management system. Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Sound knowledge of BAS and IPS. Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies). Ability to effectively communicate in at least two of the three official languages of the Western Cape. High developed problem-solving abilities. Ability to manage and develop staff.</td>
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<td>DUTIES</td>
<td>Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Ensure effective and efficient management of SCM Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CHBAC. Assist with the transversal SCM/Procurement functions across the Central Hospitals. Facilitate an efficient and effective Demand and Acquisitioning process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and SPMS.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr M.N Martin Tel No: (021) 938-5607</td>
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<tr>
<td>APPLICATIONS</td>
<td>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).</td>
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<td>CLOSING DATE</td>
<td>14 February 2020</td>
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<td>POST 04/309</td>
<td>COMMUNITY LIAISON OFFICER</td>
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<td>CENTRE</td>
<td>Garden Route District</td>
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<tr>
<td>SALARY</td>
<td>R316 791 per annum</td>
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<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Appropriate 3 year Diploma/Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to travel. Willingness to attend community meetings after working hours when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy (Ms Word, PowerPoint and Excel).</td>
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<td>DUTIES</td>
<td>Liaise with all relevant stakeholders to ensure effective communication and collaboration between the communities and the health department to strengthen community participation in Health related issues. Overall coordination and monitoring of the on-going activities within the communities and community structures within the Garden Route District. Assist and support with the establishment and implementation of clinic committees/statuary structures. Facilitate community dialogues. Consolidate and prepare all relevant reports.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms I Reynierse Tel No: (044) 803-2700/2749</td>
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<tr>
<td>APPLICATIONS</td>
<td>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).</td>
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<td>CLOSING DATE</td>
<td>14 February 2020</td>
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POST 04/310 : FOOD SERVICES SUPERVISOR
West Coast District

SALARY : R145 281 per annum
CENTRE : Lapa Munnik Hospital, Porterville
REQUIREMENTS : Minimum educational qualification: General Education and training Certificate (GETC) - Grade 9/ (Std. 7). Experience: Appropriate catering and food services experience in an industrial Food Service unit. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays. Competencies (knowledge / skills): Computer literacy (MS Word and Excel). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of hygiene and safety procedures. The incumbent must be able to work independently and under pressure. Knowledge and skills of procurement practices. Report writing and numerical skills.

DUTIES : Supervision of operational requirements within food service unit. Responsible for ensuring quality control and risk management. Responsible for the human resources function in relation to the food service component. Assist with the finance aspects relating to the food services component. In house training of food services team in all aspects relating to daily tasks.

ENQUIRIES : Ms A van Breda Tel. No: (022) 487-9223
APPLICATIONS : The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299.
FOR ATTENTION : Ms C Julius
NOTE : No payment of any kind is required when applying for this post. It will be expected from shortlisted candidates to complete a practical test.
CLOSING DATE : 21 February 2020