PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 06 OF 2020
DATE ISSUED: 14 FEBRUARY 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.

AMENDMENT: GAUTENG: DEPARTMENT OF EDUCATION: Kindly note that the posts of Deputy Director: Transversal Human Resources Services for Tshwane West District REF NO: TW2020/01/05, advertised in Public Service Vacancy Circular 05 of 2020 dated 07 February 2020, The Requirements should read as follows: An appropriate recognized three-year National Diploma/ Degree in Human Resource Management. At least a minimum of five years’ experience in providing human resources transversal support, of which three years must be at the Assistant level.
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## PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms T Sekgapol /Ms S Mdladla

CLOSING DATE: 28 February 2020

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications (Certified copies must not be older than 6 months). Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Registration certificate must be attached if required).

INTERNSHIP AND LEARNERSHIP PROGRAMME FOR THE 2020/2022 FINANCIAL YEAR

OTHER POSTS

POST 06/01: INTERNSHIP AND LEARNERSHIP PROGRAMME FOR THE 2020/2022 FINANCIAL YEAR AS PART OF THE DEVELOPMENT PROGRAMMES IN THE PUBLIC SERVICE REF NO: DBE/ILP/01
(Duration: 24 Months)

STIPEND: monthly stipends ranging from R4237, 36 - R7510, 65 depending on the qualifications of the candidates.

CENTRE: Pretoria

REQUIREMENTS: Applications are invited from unemployed South African citizens who have not been previously employed under any developmental program. A minimum requirement of a Senior Certificate, NCV or equivalent qualification or N6 certificate/ Higher certificate/ National Diploma/Degree in the following: Application Development Programming/ Architectural Design/ Accounting/ Book Keeping/ Business Analyst/ Computer programming/ Cost and Management/Accounting/Customer Service/Data Management and Analysis/Computer Science/Information Technology/ Education Specialist in English/ Events Management/ Early Childhood Development/ Economics/Civil Engineering and Quantity Survey/Health and Safety management/Social Sciences/Digital marketing/Finance/Graphic Design/Internal Audit/ Information Science/ Visual Basic Programming/ SQL Database/International Relations/Journalism/Librarian/LLB/Logistics Management/Marketing/Music/Arts/Office Management/project Management/ Public Management and Administration/ Social Work specialising in Psychology/ Sport Management/ Sciences/ Supply Chain Management/ Transport Management/Linguistics. Senior Certificate or equivalent qualification with PSIRA Grades will be required in the field of Security.

ENQUIRIES: Ms T Sekgapol Tel No: (012) 357 3296/ Ms S Mdladla Tel No: (012) 357 3323
CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement of diversity and equity employment.

APPLICATIONS: must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkoms Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. NB: Please ensure that your application reaches this office before 17h00 on week-days.

CLOSING DATE: 28 February 2020

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. No late applications will be accepted. 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. 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. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POSTS

POST 06/02: DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: CSP/04/2020

SALARY: R869 007 per annum

CENTRE: Pretoria


Develop and review crime prevention programmes to encourage cooperation with public private partnerships strategies at local provincial and national level. Measure the impact of public private partnerships crime prevention initiatives and improve on public private partnerships initiatives and community relations. Promote Public Private Partnerships cooperation on community safety and crime prevention. Develop and maintain Public Private Partnerships relationships within policing environment. Initiate, coordinate, integrate and sustain Public Private Partnerships to support crime prevention through different partnership models. Establish stakeholder relationships and develop a stakeholder engagement plan. Develop concept documents, working group agreements and memorandum of Understanding (MOUs) for public private partnerships campaigns against crime. Ensure alignment of Public Private Partnerships strategy to national policy. Manage and facilitate the implementation of the Public Private Partnerships programmes. Management of crime prevention. Develop and implement plan to manage Public Private Partnerships engagements. Communicate with external stakeholders on Public Private Partnerships. Develop and review crime prevention programmes to ensure dialogue with all public private partnerships relevant stakeholders. Communicate and develop joint plans with provincial Department of safety on Public Private Partnerships. Provide technical assistance in the review of Public Private Partnerships programmes. Develop and maintain productive client and stakeholder relationships. Conduct impact assessment of social crime prevention and community behaviour change programs initiated. Management of physical, human and financial resources.

ENQUIRIES : Mr S Matsapola/Mr BK Shiphamele Tel No: (012) 393-4359/2500

POST 06/03 : DEPUTY DIRECTOR: HRD AND EMPLOYEE RELATIONS & WELLNESS REF NO: CSP/05/2020

SALARY : R733 257 per annum

CENTRE : Pretoria


DUTIES : Develop, amend and implement Human Resources Development policies, strategies and implementation plan. Manage the implementation of Human Resources Development policies and strategy. Develop and update procedures, methods, policies, strategies, implementation plan and guidelines for the Department. Manage the provision of employee relations, Manage the Development and the implementation of labour relations programs, policies and procedures. Manage the Collective Bargaining processes in the Bargaining Chamber. Managing grievance and disciplinary procedures. Participate in collective bargaining processes. Manage Employee Health and Wellness programs in accordance with four pillars of Employee Health and Wellness in the Public service. Develop, coordinate, manage and promotes, health management/well-being programs. Manage injury of duty (IOD) reported cases. Manage HIV/AIDS and TB Management programmes. Effective management of health and productivity programmes. Co-ordinate, facilitate and monitor training intervention in the Department including unemployed youth development programmes, AET and recognition of improved qualifications. Facilitate and manage compulsory induction programme and departmental induction programmes to newly appointed employees. Manage the development, submission and implementation of the Workplace Skills Plan, quarterly monitoring reports and annual training reports. Identify training interventions in line with the skills audit/ need analysis undertaken. Manage implementation of recognition of improved qualifications. Management of Resources (Provision of Physical Resources, Financial and Human Resources).

ENQUIRIES : Mr M Maiko / Mr BK Shiphamele Tel No: (012)393-4359/2500
POST 06/04 : FOOD SERVICE AID REF NO: CSP/06/2020
(04 Months Contract)

**SALARY** : R102 534 per annum plus 37% in lieu of benefit

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 10 or ABET. Food Service Aid and Cleaning experience. Verbal and written communication skills. Professional personal presentation. Customer service orientation. Confidentiality. Ability to work under pressure. Confident and independent. Friendly and adaptability. Ability to work long hours and under pressure. Problem solving skills.

**DUTIES** : Maintaining general hygienic environment. Follow hygiene and safety directives in the food service unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Ensure compliance to Occupational Health and Safety Act. Assist in providing a safe work environment by sweeping or mopping as needed. Wash dishes, microwaves and refrigerators. Clean equipment used in the preparation of food. Maintain work area and equipment in a clean, hygienic, and orderly condition. Collect, deliver, transport, and place waste in a bin as needed. Render food service in the boardroom. Prepare and arrange food and water to employees during meetings for the boardroom. Distribute food and water to employees at the boardroom, as required. Manage boardroom utensils and any other equipment. Retrieve eaten food from the boardroom. Set up, deliver and serve at special catering functions during meetings.

**ENQUIRIES** : Mr M Maiko / Mr MS Matsapola Tel No: (012) 393 4359/2500
ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE: 06 March 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 06/05

SENIOR STATE ACCOUNTANT REF NO: CFO 20/1/2
Finance Management Division
Chief Directorate: Financial Services
Directorate: Control Services
Sub Directorate: Loss Administration

SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria

REQUIREMENTS:
Minimum requirements: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience in finance environment or Grade 12 certificate with a minimum of seven years relevant experience in finance environment. At least three years practical experience in a supervisory capacity. Knowledge and understanding of the Finance and the Logistic processes as well as the core processes in Government/Private Sector. Knowledge of the processes and procedures that are followed in the administration of losses within the Public Service/Private Sector would serve as a strong recommendation. Computer literate in word processing (MS Word) and Spread sheets (Excel) and Power Point. Successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Good knowledge of the Public Financial Management Act (PFMA). Ability to analyse and correctly interpret loss reports submitted by clients. Well-developed verbal and written communication skills and ability to complete effective reports and statistics. Ability to effectively function as part of a large team. Decisive and persevering in terms of task finalization with strong organizing and prioritizing ability. Communicate with senior clients from various units and different division. Effective supervisory skills towards training, developing and mentoring juniors and senior clerk in the section. Team-worker, trustworthy, reliable and receptive to work-related suggestions/ideas. Must be in the possession of valid
RSA drivers license/Military drivers license to conduct staff visits and attend meetings as and when required.

**DUTIES**

Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on Consolidated Control System (CCS). Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and analysis of all info/data on losses and reporting to Assistant Director Loss Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating Consolidated Control System (CCS) to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in regard to all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, etc. to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD’s Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis. Conduct training through staff visit when required. Manage and supervise all personnel under control of this post as far as leave, performance assessment, training, development and disciplinary matters are concerned. Effectively manage all assets and material resorting under control of this post.

**ENQUIRIES**

Ms M.L. Mabas Tel No: (012) 392-2564

**APPLICATIONS**

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand delivered to: Department of Defence, Poynton building, 185 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

**NOTE**

Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, Africans females, Indian males, Indian females, Coloured males and People with disability.

**POST 06/06**

**CLINICAL TECHNOLOGIST GRADE 1 – 2 (USAGE 7825) (CARDIOLOGY) REF NO: SG 01/20/01**

**SALARY**

Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Entry level or according to number of year’s applicable experience as per Occupation Specific Dispensation (OSD)

**CENTRE**

1 Military Hospital, Thaba Tshwane, Pretoria

**REQUIREMENTS**

National Diploma in Clinical Technology (Cardiology) obtained before 01 April 2002 or B Tech Clinical Technology (Cardiology). (Candidates that will successfully obtain the B Tech Degree within the next six (6) months will be eligible to be considered for the post) Statutory Requirements: Current Registration with the Health Professions Council of South Africa (HPCSA) as a Private Practitioner. Candidates registered under supervised practice that will be able to provide private practice registration within the next six (6) month will be eligible to be considered for the post)Continuous Professional Development (CPD) compliant. Experience: Previous clinical technology post registration experience will be a recommendation. Special requirements: Must be able to obtain a military confidential security clearance within one (1) year. Computer literate, good communication (written & verbal) skills, organising, interpersonal relationship -, problem solving- and research skills.

**DUTIES**

Deliver a holistic and effective cardiology clinical technology service to all approved clients. Perform selected diagnostic therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical and other healthcare personnel. Participate in clinical technology research and development. Relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard working procedures. Assist with drafting of the budget and finance activities in the section.

**ENQUIRIES**

Col E.M. van der Westhuizen Tel No: (012) 367 9170

**APPLICATIONS**

Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046 or may be hand delivered to South African Military Health, Kasteelpark (next to Kloof Hospital) Katzenellenbogen Building, c/o Nossob and Jochemus Street, Erasmuskloof, Pretoria
**FINANCE CLERK SUPERVISOR**

**REF NO:** CFO 20/1/3  
**SALARY** R257 508 per annum (Level 07)  
**CENTRE** Pretoria  
**REQUIREMENTS**  
Minimum requirements: Grade 12 certificate plus B Degree/three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience in finance or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience in finance. Computer literate and skilled in word processing (MS Word) and Spread sheets (Excel) and Power Point. Successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Knowledge of the processes and procedures that are followed in the administration of losses within the Public Service/Private Sector would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Good knowledge of the Public Financial Management Act (PFMA). Ability to analyse and correctly interpret loss reports submitted by clients. Well-developed verbal and written communication skills and ability to complete affective reports and statistics. Ability to effectively function as part of a large team. Decisive and persevering in terms of task finalization with strong organizing and prioritizing ability. Creative with good interpersonal relationships and able and willing to operate in a shared work environment (office) with other officials of a lower, equal or more senior rank. Team-worker, trustworthy, reliable and receptive to work-related suggestions/ideas. Must be in the possession of valid RSA drivers license/Military drivers license.

**DUTIES**  
Ensure that internal controls with regard to loss administration are monitored and implemented. Ensure that all administrative tasks are executed and finalized by the target dates. Maintaining control over the internal Registry office and ensure that all incoming and outgoing correspondence, documents and files are effectively sorted, registered, filed and routed. Supervise the checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Manage and supervise the correct allocation of file reference numbers and the opening and up keeping of separate files for each loss report case as well as the updating of the Consolidated Control System (CCS). Ensure that the Consolidated Control System (CCS) is regularly updated as soon as the Senior Accountant has dealt with the loss reports. Maintain and supervise and effective pending system to ensure that all non-finalised loss report files are held over and routed to the Senior State Accountant or the Assistant Director on the specific target dates. Regularly compile and submit the prescribed weekly and monthly management reports.

**APPLICATIONS**  
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not Post number)

**NOTE**  
Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, Africans females, Indian males, Indian females, Coloured males and People with disability.

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**ADMINISTRATION CLERK: PRODUCTION**

**USAGE 336**  
**REF NO:** SG 01/20/02  
**SALARY** R173 703 per annum (Level 05)  
**CENTRE** Simons Town  
**REQUIREMENTS**  
NQF Level 4 (Grade 12). Special requirements: Knowledge of Administration procedures relating to specific working environment and office equipment. Ability to plan and co-ordinate administrative tasks. Ability to operate office equipment. Ability to operate MS Office packages (MS Excel, Word and Power Point). Communication skills (written and verbal). Typing skills. Driver’s license would be an advantage. Patient admin experience would be preferable.

**DUTIES**  

**ENQUIRIES**  
WO2 N.P. Matanda Tel No: (021) 799 6893
APPLICATIONS: Department of Defence, South African Military Health Service, AMHU WC, Private bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg.

FOR ATTENTION: HR Department

POST 06/09:
GENERAL STORES ASSISTANT II (USAGE 387) REF NO: SG 01/20/03
Military Health Support Formation

SALARY: R102 534 per annum (Level 02)
CENTRE: Pretoria
ENQUIRIES: WO1 M.E. Khasi Tel No: (012) 671 5403
APPLICATIONS: Department of Defence, SAMHS, Military Health Support Formation HQ, Private Bag X1019, Lyttleton, 0140, or may be hand delivered to 4 Avro Road, Lyttleton.

POST 06/10:
GENERAL WORKER (USAGE 392) REF NO: SG 01/20/04
Military Health Support Formation

SALARY: R102 534 per annum (Level 02)
CENTRE: Pretoria
REQUIREMENTS: NQF Level 1 (ABET/Grade 10) and 2 years’ experience as a general worker. Special requirement (skills needed): To provide comprehensive service to the help desk of Facility Section in Military Health Support Formation Head Quarters.
DUTIES: Rendering of the emergency calls regarding the maintenance at MHSF HQ. Registering of all complains in the register. Liaise with the on-site contractors, RQSM and DPW. Familiarise with the hospital environment. Registering of all complaints from departments. Do follow ups with contractors.
ENQUIRIES: WO1 M.E. Khasi Tel No: (012) 671 5403
APPLICATIONS: Department of Defence, SAMHS, Military Health Support Formation HQ, Private Bag X1019, Lyttleton, 0140, or may be hand delivered to 4 Avro Road, Lyttleton.
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 28 February 2020

NOTE: Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The original certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

“The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

POST 06/11: ASSISTANT DIRECTOR: INTERNATIONAL MEDIA ENGAGEMENT

REF NO: 3/1/5/1-20/11

Directorate: International Media Engagement

SALARY: R376 596 per annum (Level 09) Plus 37% of the annual notch

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication, Public Relations, Journalism, Media Studies or equivalent related qualification as recognised by SAQA. Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, the incumbent must have the following knowledge: Basic knowledge of government legislation, Project Management, Batho Pele Principles Skills: Planning and Organizing, Advanced writing skills, Interpersonal, Computer literacy (Ms Word, Excel and PowerPoint), Social media skills, Communication skills, Problem Solving, Listening and observation, Event Management. Media writing experience. Applicants should have a sound understanding of government policies and priorities. The candidate should also have a solid understanding of international relations and foreign media operations. The candidate should also be able to work under pressure and independently. The position requires an individual who is willing to work extra hours and over weekends. Strong computer literacy is also a requirement of the position. An added advantage would be someone speaking any of the three SADC or AU languages.

DUTIES: The successful candidate will be responsible to provide media liaison support to government departments on international relations matters and to GCIS international related projects. Facilitate the accreditation of Foreign Press. Develop media schedules for International events and programmes. The incumbent to work closely with the team on international events. Provide support and secretariat services to the International Communicators Forum. Manage a comprehensive record and databases of media lists, Op-Eds, Media plans etc. Arrange media briefings including writing and distribution of media statements and advisories.
ENQUIRIES : Ms Mmemme Mogotsi Tel No: (012) 473 0355

POST 06/12 : PRINCIPAL COMMUNICATION OFFICER REF NO: 3/1/5/1-20/12
Directorate: International Media Engagement

SALARY : R316 791 per annum (Level 08) Plus 37% of the annual notch
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication, Public Relations, Journalism, Media Studies or equivalent related qualification as recognised by SAQA. Two (2) years relevant communication experience, specializing in social media and design. Skills: Planning and Organizing, Advanced writing skills, Interpersonal, Computer literacy (Ms Word, Excel and PowerPoint), Social media skills, Communication skills, Problem Solving, Listening and observation.

DUTIES : Facilitate the accreditation of Foreign Press, Develop media schedules for International events and programmes, The incumbent to work closely with the team on international events, Provide support and secretariat services to the International Communicators Forum, Manage a comprehensive record and databases of media lists, Op-Eds, Media plans etc.

ENQUIRIES : Ms Mmemme Mogotsi Tel No: (012) 473 0355
ANNEXURE E

DEPARTMENT OF HOME AFFAIRS

APPLICATIONS

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za Applications must be sent in time to the correct address as indicated at the bottom of each post, on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

CLOSING DATE

28 February 2020

NOTE

Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable referees (should be people who recently worked with the applicant) together with a certified copy of highest qualification. Shortlisted applicants who will be invited for interviews, will be requested to bring all other supporting documentation on the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by South African Qualifications Authority. All shortlisted candidates for posts on Salary Level 9 and above will be subjected to a technical assessment that intends to test relevant technical elements of the job. All identified candidates on Salary Level 11 and above will furthermore undergo a competency assessment, which applies transversally across the Public Service. All recommended candidates, irrespective of the Salary Level, will be subject to Employment Suitability Checks (Credit, Criminal, Citizenship, Employment Reference and Qualification Verification Checks). Kindly note that, for e-mailed applications, you should not receive an acknowledgement of receipt/confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

POST 06/13

DIRECTOR: SERVICE SUPPORT MANAGEMENT REF NO: HRMC 05/20/01
Branch: Information Services
Directorate: Service Support
This is a re-advertisement, candidates who previously applied are requested to re-apply

SALARY

R1 057 326 - R1 245 495 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

Head Office, Pretoria

REQUIREMENTS

An undergraduate qualification in Information Technology/or relevant field at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at middle managerial level in the field of IT Service Support. Knowledge of the Departmental legislation, Sound Knowledge of Information Technology Infrastructure Library (ITIL), Sound knowledge and application of the GITO Guidelines and prescripts (E Governance policy frameworks). Sound knowledge of Minimum Information Security Standards (MISS), the position paper on information security ISO 17799 (Information Security framework). Sound knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of the State Information Technology Agency Act 88 of 1998 and regulations. Knowledge of the Public Service Regulatory Framework. A valid drivers’ license, willingness to travel extensively and work extended hours occasionally.

DUTIES

The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction within the directorate Develop the operational plan for the directorate. Oversee IT service support operations in the department. Develop and manage the Enterprise Operation Centre. Manage the development of service support strategies, plans and operations of IT Help/ Service desk, systems change & release and configuration management units). Provide and manage the workstation support in all HQs and Ports of Entry. Ensure that the services are delivered in accordance to the SLAs and quality standards with all clients. Oversee the development
of all IT changes that could impact on the delivery of services in the department. Manage the re-engineering of the Services/Help desk according to industry best practices. Manage the development of methodologies to improve resolution of logged calls to meet customer perceptions. Build strong relationships with internal and external stakeholders. Oversee the utilisation of technology tools and other resources are used to maximize help desk effectiveness. Develop and manage formal procedures for consistency and increased productivity with service providers. Ensure Development of Configuration Management Database, registration for new systems, software and upgrades. Oversee the coordination and monitoring of central libraries, tools, common codes for safekeeping of the CMS. Manage and implement strategic objectives and innovation within the functional unit. Oversee the Systems Change and Release management function. Manage the delivery of services against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan to the CD. Develop technical expertise and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Provide advice and guidance on service delivery matters. Ensure the alignment of service delivery/support strategy with the overall DHA strategy. Manage the implementation of ITIL processes to focus on service delivery improvements. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry and specifically international Public Sector developments. Monitor and participate in the implementation of efficiency improvement projects. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other government forums. Develops and implements written policies, standards, and guidelines related to IS operations. Manage human, financial and physical resource, strategies, policies and procedures within the directorate. Manage training and development needs of the unit and ensure that these are acted on. Manage and develop effective talent management processes within the unit (attraction, retention and development). Manage the implementation of PMDS within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally. Ensure that staff is motivated and committed to the vision and goals of the directorate. Manage service providers to ensure the delivery of services according to the SLAs and contracts.

**ENQUIRIES**  
Ms NR Nengovhela Tel No: (012)406 4090
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ANNEXURE F

CLOSING DATE : 02 March 2020
NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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. 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.

ERRATUM: Kindly note that the post of Senior Human Resource Officers (X2 Posts) with Ref No: 20/14/HR, advertised Public Service Vacancy Circular 05 dated 07 February 2020. The Duties of the post has been amended as follows:-

- Supervise and undertake the more complex implementation of human resources administration and transactional practices and remuneration processes including performance incentives;
- Supervise and implementation all relevant public service conditions of service and service benefits including leave in terms of the PILIR processes and keep record of such;
- Deal with enquiries relating to the above mentioned HR conditions and service benefit offerings and provide reports according to requirements; Provide effective people management. Therefore the closing date will be extended to 02 March 2020. We apologize for any inconvenience caused.

OTHER POSTS

POST 06/14 : FAMILY ADVOCATE (X2 POSTS)

SALARY : R763 212 – R1 266 156 per annum (LP7 – LP8) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of The Family Advocate: Port Elizabeth Ref No: 1/20EC
Office of the Family Advocate: Mthatha Ref No: 2/20EC

REQUIREMENTS : An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification, litigation/ legal experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver’s license; Experience as family law practitioner will be advantageous; Skills and Competencies: Litigation and Trial Advocacy; Legal research and drafting and report writing; Dispute resolution; Computer literacy (MS Office)

DUTIES : Key Performance Areas: Execute the mandate and standard operational procedures of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in Instituting inquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social Workers and other relevant professionals; Furnish the court with a report and recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Attend to Hague Convention matters when delegated to do so; Travel to circuit courts, rural and township areas and perform duties in other offices (Mthatha, Graaff Reinet, Port Elizabeth, East London offices) as per operational requirements; Endorse settlement agreements or commenting thereon; Promoting access to the Family Advocate services and create public awareness.

ENQUIRIES : Ms. L de Kock Tel No: (043) 702 7130
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or hand delivered to the Regional Office, East London 3rd floor at 3 Phillip Frame Road, Waverly Park complex in Chiselhurst

NOTE : Applicants are required to attach service certificates to determine salary in accordance to experience.
POST 06/15: FAMILY ADVOCATE; LP7 REF NO: 2020/05/GP

SALARY: R763 212 – R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Family Advocate: Johannesburg

REQUIREMENTS: An LLB Degree or recognized 4 year legal qualification; Admitted as an Advocate or qualified to be admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver’s license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES: Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquiries to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the provinces.

ENQUIRIES: Ms R Moabelo Tel No: (011) 332 9000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, Johannesburg, 2000 Or Physical Address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg; 2000

POST 06/16: STATE ACCOUNTANT: THIRD PARY FUNDS REF NO: 07/20/NC

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

CENTRE REQUIREMENTS: Regional Office: Northern Cape

REQUIREMENTS: A Degree/National Diploma in Financial Management (NQF6) or equivalent qualifications; A minimum of 1 year relevant experience in a financial/accounting management environment; Knowledge of Public Financial Management ACT (PFMA) and National Treasury Regulations; Knowledge of the Department and Third Party Funds and service will serve as a recommendation; A valid driver’s license; The following will serve as an added advantage: Working knowledge on excel spread sheet (may be tested); Experience on the Justice Deposit Account System (JDAS) and MOJAPAY. Skills and competencies: Planning and organizing, Problem solving skills, Ability to work under pressure and meet tight deadlines; Computer literacy (MS Office), Sound Interpersonal Relations; Communication skills Investigation and analytical skills.

DUTIES: Key Performance Areas: Provide training and on-site support; Provide support with Electronic Transfer Funds (EFT); Implement system and roll out; Manage Third Party Funds documentation and facilitate audit.

ENQUIRIES: Mr E Trerise Tel No: (053) 802 1378

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

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.

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

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

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

CLOSING DATE:

28 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.

OTHER POSTS

POST 06/17: DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 2020/16/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS:

A three year National Diploma/Degree in Strategic management and/or Public Administration (or equivalent relevant qualification). A post graduate qualification will be an added advantage. 3-5 years’ experience in strategic planning and/or Monitoring and Evaluation. Technical knowledge and Competencies: Knowledge of relevant legislation and understanding of Government planning processes. Behavioural competencies: Strategic capability and leadership skills, analytical thinking skills, problem solving and decision making skills, innovative and creative, people management, development and empowerment skills, financial management and budgeting skills, communication (verbal and written) skills, presentation and facilitation skills, client orientation and customer focus, results-driven, computer literacy.

DUTIES: Facilitate and coordinate the development of the Department Strategic plans and annual performance plans. Ensure alignment between Strategic plan, annual performance and programme’s operational plans. Facilitate approval and tabling of strategic plans and annual performance to Parliament within set timeframes. Oversee the implementation of the Strategic planning processes and workshops. Advise on the
alignment of Manager’s performance agreements with the Strategic plans and annual performance plans. Develop and implement a Departmental Strategic planning policy.

**ENQUIRIES**: Ms S Tshidino/ Ms L Mothemane Tel No: (010) 493 2500/2533

**POST 06/18**: CHIEF REGISTRAR REF NO: 2020/17/OCJ

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

**CENTRE**: Bisho and Mthatha High Court


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

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

**POST 06/19**: SENIOR LAW RESEARCHER REF NO: 2020/18/OCJ

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

**CENTRE**: Mmabatho High Court


**DUTIES**: To receive research request and/or quasi-judicial functions from Judges, to conduct research functions and allocate work equally to researchers. Perform Human Resource related functions in supervising Researchers. Attending regular meetings with management and Judges and ensure that all relevant information is conveyed to researchers. To compile all information gathered electronically or manually in data file along with a research report. To deliver research and discuss findings with relevant Judge. Have the ability to work on more than one research project at a time and still deliver exceptional quality research work, monitor and bring to the attention of justices regarding new development in law and jurisprudence. Perform any Court related work requested to improve the efficiency to the Court. To assist with the communication, organization and full secretariat functions for the Judge President Case Flow Management meetings.

**ENQUIRIES**: Mr OPS Sebapatso Tel No: (018) 397 7114

**POST 06/20**: JUDGES SECRETARY (X6 POSTS)

**SALARY**: R257 508 per annum. The successful candidate will be required to sign a performance agreement. (Contract post include 37% in lieu of benefits)

**CENTRE**: Port Elizabeth High Court Ref No: 2020/19/OCJ (Permanent)

Supreme Court of Appeal: Bloemfontein Ref No: 2020/20/OCJ (X5 Posts) (3 Years contact)
**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Mr S Mponzo (Port Elizabeth) Tel No: (043) 726 5217
Ms M Luthuli (Bloemfontein) Tel No: (051) 406 8191

**POST 06/21**

**REGISTRAR’S CLERK REF NO: 2020/21/OCJ**

**SALARY**

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

**CENTRE**

Gauteng Division: Pretoria

**REQUIREMENTS**

Grade 12 or equivalent qualification. Skills and Competencies: Computer skills, good communication skills (written and verbal). Good interpersonal and Personal 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 procedures.

**DUTIES**

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

**ENQUIRIES**

Ms T Mbalekwa Tel No: (011) 335 0404

**POST 06/22**

**ADMINISTRATION CLERK (DCRS) REF NO: 2020/22/OCJ**

**SALARY**

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

**CENTRE**

Port Elizabeth High Court

**REQUIREMENTS**

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

**DUTIES**

Operate the recording machine and recording of Court proceedings, ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before Court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing.

**ENQUIRIES**

Mr S Mponzo Tel No: (043) 726 5217
POST 06/23: ACCOUNTING CLERK REF NO: 2020/23/OCJ

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

CENTRE: High Court Mthatha

REQUIREMENTS: Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office), good communication skills (written and verbal), good interpersonal relations, planning and organising skills, problem solving skills. Behavioural competencies: Resilience, Honesty and integrity, flexibility, personal motivation, creative thinking and reliability.

DUTIES: Process the payment of creditors, administer the collection of revenue, conduct payroll administration and pay claims, administer petty cash, prepare and process payment of S&T claims for Judges and Officials, prepare manual requisitions and capture on JYP, receive and record all invoices in the invoice register, process payment of invoices within 30 days, issue receipts on monies paid in the cash hall.

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

POST 06/24: ASSISTANT LIBRARIAN REF NO: 2020/24/OCJ

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

CENTRE: Gauteng Division: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification. Skills and Competencies: Communication; Computer literacy; Report writing; Research and planning; Problem Solving; Good Interpersonal relations; Creative and 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 with 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 T Mbalekwa Tel No: (011) 335 0404

POST 06/25: USHER MESSENGER REF NO: 2020/25/OCJ

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

CENTRE: Gauteng Local Division: Johannesburg


DUTIES: Escorting of Judges’ to the Court rooms. 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: Ms T Mbalekwa Tel No: (011) 335 0404
ANNEXURE H

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation (), attention Mr M Lehong, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

CLOSING DATE: 28 February 2020 @ 16:30 pm

NOTE: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHelon

POST 06/26: CHIEF DIRECTOR: ECONOMY AND INFRASTRUCTURE REF NO: 005/2020

CD: Economy and Infrastructure

SALARY: R1 251 183 per annum (Level 14). (All-inclusive salary package) The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: A relevant qualification (NQF 7) as recognised by SAQA in Economics, Civil Engineering, Infrastructure/Build Environment or equivalent. A post-graduate qualification (NQF level 8) will be an added advantage. A valid driver’s licence. Minimum of 10 years’ experience in the areas of Economic Management Frameworks/Fiscal & Infrastructure Development and/or Building Environment with at least 5 years proven experience as a member of the Senior Management Service (SMS) in the Public Service or equivalent. Demonstrable leadership acumen. Extensive knowledge and experience in the Infrastructure and Economy sectors is a key requirement. Deep understanding of key policy imperatives of government, including relevant public sector prescripts. Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. Knowledge of performance monitoring and evaluation in the
DUTIES: The incumbent of the post will be responsible for managing, developing, reviewing and supporting detailed planning, implementation, monitoring and evaluation of the Medium Term Strategic Framework (MTSF) and National Development Plan (NDP) with regard to economy and infrastructure development. Managing and coordinating sector specific research. Monitoring and Evaluating the implementation of set priorities and targets and formulate intervention strategies in consultation with relevant stakeholders. Providing technical advice and support to political principals and other governance structures and bodies. Fulfil the Chief Directorate’s statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient operational plan and annual performance plan for the Chief Directorate. Ensuring of effective and efficient management of procurement, equipment and facilities within the Chief Directorate and ensuring of sound corporate governance structures and bodies. Providing technical advice and support to political principals and other stakeholders. Publishing technical advice and support to political principals and other stakeholders. Planning and Execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources, supervise and motivate staff. Personnel Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

ENQUIRIES: In connection with the applications kindly contact Mr N Nomlala, Tel No (012) 312 0462.

OTHER POSTS

POST 06/27: SECTOR EXPERT: PUBLIC SERVICE REF NO: 007/2020
Chief Directorate: Public Service

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

CENTER: Pretoria

REQUIREMENTS: An appropriate 3-year tertiary qualification (NQF 7) in Public Administration, Public Finance, Human Resources Management and/or Social Sciences with a minimum 6 years’ experience of which 3 years should be in Public Administration, Human Resources Management or Public Finance Management, Project Management, Strategic Management and 3 years at ASD or equivalent level. An NQF 8 qualification or specialised training/courses will serve as an added advantage. Competencies/Skills: The ideal candidate should have research capabilities; monitoring & evaluation in the public sector; report writing stakeholder engagement & capacity development and data analysis skills. Should produce good quality work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources, supervise and motivate staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high level of confidentiality.

DUTIES: The successful candidate will provide technical support to the Chief Directorate: Public Service in the implementation of the MTSF and NDP. This entails reviewing and implementing public service sector plans of the MTSF and NDP and preparing public service reports; Assess trends and developments in the identified sectors and report accordingly and undertake and coordinate public service specific research. Monitor, evaluate and conduct periodic reviews of public sector performance, formulate intervention strategies and report accordingly and develop and prepare documents, briefing notes and inputs for political principles and parliament’s structures and committees. Ensure that the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensure effective and efficient Human Resources planning, business/operational and
performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate

ENQUIRIES : Mr M Lehong Tel No (012) 312-0540.

POST 06/28 : ASSISTANT DIRECTOR: DATA CENTRE REF NO: 006/2020
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree/Advanced Diploma (NQF 7) in Statistics/ Data Science or an equivalent statistical field. An Honours Degree/Post Graduate Diploma (NQF 8) will be an added advantage. At least 5 years’ relevant experience working in a statistics or data unit. A valid driver’s licence. Competencies & Skills: Advanced computer skills integrating and managing datasets, data analysis and using data analysis tools e.g. STATA/SPSS, data visualisation. Experience using and developing data architectures. The ideal candidate must have good understanding of data types, data modelling and transformation of data using various ETL Tools; understanding of data policy frameworks, processes and systems. Knowledge and experience in statistics and data mining techniques. Good programming skills. Knowledge of Machine Learning techniques. Experience/knowledge in distributed data and computing tools, including, Map Reduce, MySQL, Hadoop, Spark, Hive. Personal Attributes: Must have the ability to perform independently, in a team, under pressure and in a dynamic changing environment. Must have the ability to work effectively in ambiguous situations, strong critical thinking skills and multi-tasking. Ability to handle multiple demands and competing priorities in a rapidly changing environment. Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills.

DUTIES : The successful candidate will be responsible to support the implementation of a DPME data management and analytical system and facilitate access to internal and external data to support Planning, Monitoring and Evaluation as per the NDP and MTSF priorities. This entails sourcing, collation of data from government departments and within DPME and format and integrate it for use in the data management and analytical system. Visualise data information for DPME user’s e.g creating dashboards for executives, statistical modelling, data mining of primary datasets. The development, implementation and promotion of data norms, standards and protocols for DPME and government departments/entities. Conduct research on products and trends for the enhancement of the data management and analytical system. Updating of the data management and analytical system. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient Human Resources planning for the Chief Directorate and ensuring sound corporate governance mechanisms for the Directorate

ENQUIRIES : In connection with the applications kindly contact Mr M Lehong, Tel No (012) 312-0540.

POST 06/29 : PERSONAL ASSISTANT TO THE DDG REF NO: 008/2020
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 6) in Secretariat, Public Administration or equivalent with at least 3 years’ appropriate experience of which 2 years in an administrative or secretarial environment. A Valid Driver’s license. NQF 7 qualifications will serve as an added advantage. Driving experience of 2 years or more. Competencies/Skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Excellent written and verbal communication. Excellent working knowledge of the Microsoft Office Suite (Word, Excel, Power-Point, Outlook). Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, must be able to work with a person with disabilities. Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations. Personal Attributes: Must be self-motivated individual. Have well developed organizational and planning skills flexible with ability to identify and resolve problems in a timely manner

DUTIES : The successful candidate will be responsible for rendering effective secretarial, personal assistance and administrative support to the Deputy Director-General who lives with disabilities. This entails rendering of a secretarial support service, the
provision of administrative support services to the Head of the Branch – manage the effective flow of documents in and out of the DDG’s office; Manage calls in and out the DDG’s office; Filing (electronic and manually); Ensure that claims for the DDG are done timeously; and provision of support to the Head of the Branch regarding meetings:- Manage the DDG’s dairy; Providing driving services to the DDG to and from official meetings and engagements. Handle the procurement of standard items like stationary, refreshments etc; and Petty Cash in line with the prescribed Supply Chain Procedures and Keeping abreast of Legislation/ Policies and Prescripts.

ENQUIRIES: In connection with the applications kindly contact Mr M Lehong, Tel No (012) 312 0540

POST 06/30: SUPPLY CHAIN OFFICER REF NO: 009 /2020
Unit: Demand and Acquisition Management

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

CENTRE: Pretoria

REQUIREMENTS: A 3-year tertiary qualification (NQF level 06) in the areas of Supply Chain Management/Logistics/Public Administration or equivalent with at least 3 years’ appropriate experience of which 2 years must be in Supply Chain procurement environment and 1 year at supervisory level. The following will serve as an added advantage: An NQF level 7 qualification and a valid driver’s licence. Must have knowledge of Supply Chain Management procedures, policies and prescripts. Should possess the following skills: Computer literacy (Ms Office suite), LOGIS, report writing skills and analytic skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, planning and Execution skills with good leadership skills. Ability to work under pressure and willing to work after hours when expected. Ability to Manage/Control financial resources and supervise staff. Must have good knowledge of PFMA, PPPFA, BBBEE, National Treasury Regulations.

DUTIES: The successful candidate will be responsible for rendering effective and efficient demand and acquisition management services to the Department. Update and maintain supplier detail and SCM systems. Assist end users with specifications. Rendering provisioning of quotations and bid administration services and assist with the administration of evaluation of Quotations and Bids. Record keeping and reporting and keeping up to date with enabling prescripts, policies and procedures.

ENQUIRIES: Ms J Mchunu Tel No (012) 312-0462

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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.

ERRATUM: Kindly note that the post of Construction Project Manager with Ref No: 2020/23 advertised in Public Service Vacancy Circular 05 dated 07 February 2020 with the closing date 21 February 2020, was advertised with incorrect number of post, the correct number of post read as follows: Construction Project Manager (X2 Posts) Ref No: 2020/23

OTHER POSTS

POST 06/31: ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR (X2 POSTS)

SALARY: R470 040 per annum
CENTRE: Port Elizabeth Regional Office: Ref No: 2020/27A
Mmabatho Regional Office: Ref No: 2020/27B

REQUIREMENTS: A three year tertiary qualification in Human Resources Development/Human Resource Management/Public Management/Public Admin and Behavioural Sciences. Relevant experience in Training Coordination, Social Facilitation and Reporting. Contract Management, Supply Chain Management are important for the job. The job is a high travelling job with irregular working hours and requires a valid driver’s license and competency in Microsoft Office Products.

DUTIES: Coordinate the training for EPWP participants; Provide assistance in the management of budget allocated to the region for the training of EPWP participants; Assist in the coordination of the procurement of training providers and support training providers on contractual matters; Collect data for reporting on training interventions; Coordinate capacity building programmes for EPWP Officials.

ENQUIRES: Ms Cinderella C Makunike Tel No: (012) 492 3075
APPLICATIONS: Port Elizabeth The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056.
Mmabatho Regional The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION: Ms F. Clark. (Port Elizabeth)
Mr T. Oagile (Mmabatho,)

CLOSING DATE: 28 February 2020 at 16H00

POST 06/32: ADMINISTRATION OFFICER: ACQUISITIONS (SCM) REF NO: 2020/28

SALARY: R257 508 per annum
CENTRE: Polokwane Regional Office
**REQUIREMENTS**

A three year tertiary qualification in Supply Chain Management, Finance or Logistics. Relevant working experience in supply chain management. Knowledge and experience in the application of the legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of government procurement systems. Excellent verbal and written communication skills.

**DUTIES**

Compile and update quotations register for approved procurement strategy. Compile and check bids and quotations administrative responsiveness criteria. Keep record of all minutes and approved submissions on file; monitor validities of closed tenders; writing monthly reports on tenders evaluated; assist with opening of envelopes after closing date for tenders; Capture tenders & quotations awarded on departmental procurement toolkit & NT website. Contact and fax the contractor call-out request for emergency work. Inform the relevant project manager regarding the appointment on site. Ensure proper maintenance of call-out in terms of emergency. Check and validate submissions before submitting to the sub-Bid Committee; process and bind documentation received from evaluation committee for submission to sub-bid committee and distribution to committee members, arrange sub-bid committee meetings with all role-players; take minutes at the sub-bid committee meetings; Distribute adjudicated submissions to relevant units. Open envelopes after closing dates for tenders. Assist with general office administration functions.

**ENQUIRIES**

Mr K.E. Maswanganyi Tel No: (015) 293 -8049

**APPLICATIONS**

The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane

**FOR ATTENTION**

Mr. NJ Khotsa

**CLOSING DATE**

28 February 2020 at 16H00

**POST 06/33**

ASSISTANT ADMIN OFFICER PROPERTY MANAGEMENT: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2020/29 (X1 POST)

**SALARY**

R208 584 per annum

**CENTRE**

Cape Town Regional Office

**REQUIREMENTS**

A Senior Certificate/Grade 12 or equivalent qualification with relevant experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), and Property related Acts and Property laws and local regulations. A valid Driver’s License will be an added advantage and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.

**DUTIES**

Updating of the National Immovable Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Develop an understanding of GIAMA and implement the same. Communicate with relevant stakeholders regarding the maintenance of the National Immovable Asset Register. Assist in carrying out regular inspections and prepare reports to ensure maximisation of property utilization and for vesting purposes. Identify superfluous State properties and prepare disposals. Assist in securing State properties to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Assist in obtaining information for the preparation and conclusion of lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Assist in the administrative duties as requested by the Property Manager.

**ENQUIRIES**

Ms. A. Groenewald Tel No: (021) 402 2049

**APPLICATIONS**

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

**FOR ATTENTION**

Ms. E. Booysen

**CLOSING DATE**

28 February 2020 at 16H00

**POST 06/34**

ADMIN CLERK: ACCOUNTS PAYABLE REF NO: 2020/30

**SALARY**

R173 703 per annum

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

A Senior Certificate/ Grade 12 plus relevant experience and knowledge of filing and retrieving of documents (batch control). Experience in receiving and issuing of money
is an added advantage. Working knowledge of Government financial system (BAS). Good communication skills, both written and verbal. Ability to work under pressure and meet deadlines.

**DUTIES**: Maintain the filing system. File and retrieve documents. Keep records of all requested documentation and make follow-up if not returned. Administration and co-ordination of all monies received and issued in a relieving capacity. Assisting with the updating of the invoice tracking system. Attend to all enquiries regarding documents requested.

**ENQUIRIES**: Ms J Oliver Tel No: (012) 406-1686

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

**FOR ATTENTION**: Ms NP Mudau

**CLOSING DATE**: 28 February 2020 at 16H00

**POST 06/35**: ADMINISTRATIVE CLERK: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2020/31

**SALARY**: R173 703 per annum

**CENTRE**: Port Elizabeth regional Office

**REQUIREMENTS**: A Senior Certificate/ Grade 12 with Commercial subjects. Computer literate in Ms Word/Excel. The candidate should be a well-organized person and should be prepared to work under pressure. Basic knowledge of any Logis/Provisioning System, as well as a valid code 08 driver's license will be an added advantage.

**DUTIES**: Invite quotations from suppliers according to the relevant threshold, keep and maintain supplies database, generate orders on Logis, Administrate supplies transversal contracts, administrate department cell phone contracts, compile reports in respect of order transactions. Liaise with internal & external clients in respect of supplies. Ensure compliance of provisioning policies in respects of goods and services. Assist on sport checks of e-class accountable stores.

**ENQUIRIES**: Mr TE Matiso Tel No: (041) 408 2007

**APPLICATIONS**: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION**: Ms F. Clark

**CLOSING DATE**: 28 February 2020 at 16H00

**POST 06/36**: CLEANERS: CLEANING SERVICES REF NO: 2020/32 (X3 POSTS)

**SALARY**: R122 595 per annum

**CENTRE**: Port Elizabeth Regional Office

**REQUIREMENTS**: Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.


**ENQUIRIES**: Mr. Z. Nqana Tel No: (041) 408 2356

**APPLICATIONS**: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION**: Ms F. Clark

**CLOSING DATE**: 28 February 2020 at 16H00
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

ANNEXURE J

CLOSING DATE: 28 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 licence 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. Important: 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. 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.

MANAGEMENT ECHELON

POST 06/37: DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2020/065
Directorate: Property Management

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

CENTRE: Northern Cape (Kimberley)

REQUIREMENTS: Pre-entry Certificate for Senior Management Services (SMS), Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7), 5 years of experience at a middle/senior management level in the property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver’s license.

DUTIES: Administer and provide lease administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the
verification of all immovable assets belonging to the Department. Manage the
confirmation of vesting of Departmental controlled state immovable assets and provide
vesting and disposal related support to other state land custodians. Manage periodic
land use investigations on Departmental immovable assets and conduct condition
assessments. Manage and supervise resources for the Directorate. Manage and
monitor budget and expenditure of the Directorate. Manage the Demand Management
Plan for the Directorate. Manage human resources of the Directorate. Ensure effective
management of Business Risk and Audit Management Plans. Ensure effective use of
physical resources.

ENQUIRIES : Mr K Moeketsi Tel No: (830) 4000
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 : 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/. 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.

OTHER POSTS

POST 06/38 : DEPUTY DIRECTOR: BUSINESS CONTINUITY REF NO: 3/2/1/2020/066
Directorate: Risk Services
Re-advertisement, applicants who applied previously must reapply. Coloured, Indian
and White males and Coloured, Indian and White females and Persons with
disabilities are encouraged to apply.

SALARY : R733 257 per annum (Level 11) (All inclusive package to be structured in accordance
with the rules for MMS)
CENTRE : Pretoria
REQUIREMENTS : B.Com Degree/National Diploma in Internal Auditing or Risk Management or
Bachelor's Degree/National Diploma in Information Management Systems. Certified
Business Continuity Practitioner. 3 years’ working experience within Business
Continuity Management environment at middle management. Job related knowledge:
Public Finance Management Act (PFMA), Broad Based Black Economic
Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA),
Job related skills: Leadership, Computer Literacy, Management, Project Management,
Communication (written and verbal), Conflict Resolution, Analytical. A valid driver's
license.

DUTIES : Provide a central source of information and guidance on Business Continuity
Management. Coordinate routine updates to the detailed information supporting the
basic procedures (i.e contact lists, personnel assignments, hardware and software
specifications, network diagrams, vital record management, inventory lists, off site
back up schedule, etc). Administer contracts and service level agreements with
Business Continuity Service Providers. Create and sustain a Business Continuity Plan
that will mitigate the risk of significant business disruption to the organisation's mission
critical activities. Develop and review Business Continuity Policy for the Department.
Coordinate the development of the Business Continuity Plans and procedures.
Develop Business Continuity Plans and maintain all critical locations, in conjunction
with the appropriate business and technical team leaders and business continuity
coordinators. Ensure that all technical components of the Business Continuity Plan are
successfully tested at least annually and/or whenever significant changes are made to
these components. Encourage and create awareness of Business Continuity
Management throughout the Department. Ensure that all personnel with specific
Business Continuity responsibilities are adequately trained to fulfill their assigned
responsibilities. Ensure that all employees maintain their familiarity with relevant
provisions of the Business Continuity Plan. Oversee the execution of the annual plan
and report the progress of the deliverables of the plan to relevant committees. Provide
on call support for any emergency, which may require activation of all or part of the
Business Continuity Plan in the event that activation is required, serving as liaison
between the crisis management teams and the Business Continuity teams. Compile
the annual Business Continuity Assessment Plans for the Directorate in conjunction
with line management. Plan and coordinate at least on simulation exercise annually,
involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the Business Continuity and Procedures. Manage the logistical arrangements for all meetings. Coordinate payments of services providers. Control safe keeping of all equipment and assets used for executive meeting and of the Directorate.

ENQUIRIES
Ms N Mfuphi Tel No: (012) 312 9521

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.

POST 06/39
DEPUTY DIRECTOR: COMPLIANCE MANAGEMENT REF NO: 3/2/1/2020/067
Directorate: Compliance Management

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

CENTRE
Pretoria

REQUIREMENTS
National Diploma in internal Auditing/Financial Management/Law/Risk Management. 3 years’ experience at Assistant Director Level working in compliance management field. Job related knowledge: Corporate governance issues, Compliance management practices, Public service environment, Public Financial Management Act and National Treasury Regulations, Know and apply the Department's strategic objectives, Apply the compliance management framework and Policy in support of the Department’s strategic objective, Implement and review the compliance management framework and Policy and ensure alignment of the compliance Policy to the strategic objectives of the Department, Facilitate the compliance culture that contributes to the overall objectives of risk management, Deliver the regulatory training and create compliance awareness throughout the DRDLR, Provide interpretation of regulation and compliance Policies, Ensure proper and adequate record keeping is in place, Develop and maintain the compliance manual, Nurture positive and create compliance relationships internally and externally. Job related skills: Dynamic leadership, Computer literacy in Microsoft Office Suite, Proven project management, Communication (verbal and written), Facilitation, Problem solving, Analytical, Negotiation, Inter personal, Conflict management, Public speaking, Presentation. Results oriented. Ability to work under pressure. Customer focus. A valid driver’s license. Networking. Team management. Display the highest level of honesty and integrity at all times. Resolve compliance issues through negotiation, facilitation and persuasion techniques. Strong analytical skills.

DUTIES
Provide assistance in the Department to comply with applicable regulatory requirements. Design and maintain methodologies and processes to be followed by the compliance function. Update and manage the Departmental risk universe on an on-going basis. Identify, categorise and classify all the applicable requirements. Develop a Compliance Risk Management Plan and develop an effective review process to evaluate the implementation of the Compliance Risk Management Plans throughout Department. Develop a Monitoring Plan and monitor in terms of the review process and report findings to the relevant role-players. Monitor and measure compliance performance indicators to highlight areas of weakness, training needs or requirements for corrective action. Conduct compliance monitoring and assess the outcomes to improve compliance. Participate in committees that serve as advisory bodies in the area of compliance risk management. Perform compliance reporting to both Senior Executive Management and the Risk and Compliance Committees. Conducting post compliance monitoring and prepare report to Chief Risk Officer, Risk Compliance Committee and management or any relevant stakeholder to highlight non-compliance findings. Research on the development or abolishment of regulatory prescripts applicable to the Department and update Departmental compliance universe. Establish and maintain procedures on the identification, assessing, monitoring reporting and resolution of compliance breaches. Identify applicable legislation and develop compliance universe. Conduct compliance risk management.

ENQUIRIES
Ms N Mfuphi Tel No: (012) 312 9521

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
African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 06/40  :  PROJECT COORDINATOR: TRAINING REF NO: 3/2/1/2020/068
Directorate: Land Rights Policy and Systems Development
Re-advertisement, applicants who applied previously must reapply. African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

SALARY CENTRE : R470 040 per annum (Level 10)
REQUIREMENTS : Pretoria
Bachelor’s of Law or LLB Degree. 3 – 5 years’ working experience in the relevant field. Job related knowledge: Content development, Interpretation of statutes relative to land rights, Land Rights Policy and legislation and procedures, Land Rights procedures, products and guidelines, Public Service Training and Development Framework. Job related skills: Planning and organising, Training and development, Analytical and research, Report writing, presentation and facilitation, Computer literacy. A valid driver’s license. An initiative, self-driven individual willing to travel and/or work irregular hours.

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.

ENQUIRIES APPLICATIONS : Ms N Mfuphi Tel No: (012) 312 9521

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

POST 06/41  :  ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: 3/2/1/2020/069
Directorate: Compliance Management

SALARY CENTRE : R376 596 per annum (Level 09)
REQUIREMENTS : Pretoria

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.

ENQUIRIES APPLICATIONS : Mr N Mehlomakulu Tel No: (012) 312 8856

NOTE : An initiative, self-driven individual willing to travel and/or work irregular hours. An initiative, self-driven individual willing to travel and/or work irregular hours. An initiative, self-driven individual willing to travel and/or work irregular hours. An initiative, self-driven individual willing to travel and/or work irregular hours. An initiative, self-driven individual willing to travel and/or work irregular hours.
POST 06/42: ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2020/072
Office of the Chief Registrar of Deeds
Re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria


ENQUIRIES: Mr. L Rashango Tel No: (012) 338 7208
APPLICATIONS: Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street, For attention HRM.
NOTE: Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities. However non-designated group are also encouraged to apply.

POST 06/43: SURVEY TECHNICIAN REF NO: 3/2/1/2020/070 (X3 POSTS)
Chief Directorate: National Geo-Spatial Information
Re-advertisement, applicants who applied previously must reapply. African, Coloured, Indian and White males and African and Indian females and Persons with disabilities are encouraged to apply.

SALARY: R311 859 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)
CENTRE: Western Cape (Mowbray, Cape Town)

DUTIES: Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation/approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide GIS, mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control candidate survey technician/officers and related personnel and assets. Undertake research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey-related matters.

ENQUIRIES: Mr A Parker Tel No: (021) 658 4300

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.
DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 28 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 welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS

POST 06/44: DEPUTY DIRECTOR: WATER MANAGEMENT AREA (CATCHMENT) REF NO: 280220/01
Branch: Chief Operations Office: Western Cape
SD: Water Management Area: Berg Olifants

SALARY: R869 007 per annum (Level 12) (All inclusive salary package)
CENTRE: Bellville

DUTIES: Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the water sector. Communicate effectively with stakeholders in the water sector about the functions of the directorate and the Department at large. Participate as a key player in the Water and Sanitation strategic planning. Develop and manage the budget of the sub-directorate. Develop an expenditure forecast on a quarterly basis for the sub-directorate. Ensure that Water Management Institutions are supported with implementation and compliance of their statutory obligations. Ensure that Water Quality is monitored regularly and quarterly report is signed off. Support the Water Use Authorization Unit. Support the Catchment Forum in the catchment. Support the HDIs with access to water. Facilitate and supervise the implementation of the RQOs in the Catchment. Development of the Water Management Plan, development of the Terms of Reference and management of PSPs. Participate in the provincial and local intergovernmental committees and forums in water. Draw and manage the budget in accordance with the government frameworks. Support the establishment of the CMAs and WUAs in the Berg Olifants WMA. Conduct Raw water tariff consultation sessions. Participate in the transformation initiative in the Water Sector. Provide inputs into the Departmental strategies and Plans. Manage conflict within the sub-directorate. Provides support in the development of strategic and business plans of the Directorate. Coordinates International arrangements with Water Management Institutions and other Institutions.

ENQUIRIES: Mr. MJ. Murovhi Tel No: (021) 941 6237
APPLICATIONS: Western Cape: Please forward your applications quoting the relevant reference number to the Regional 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, African Males, and Indian Males are encouraged to apply.

POST 06/45: CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 280220/02
Branch: Chief Operations Office Western Cape
Div: Water Quality Related Water Use Management

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

REQUIREMENTS: A four (4) year degree or equivalent qualification in Natural or Environmental Sciences. Six (6) year’s post-qualification experience in the field of Environmental, water and waste management. A valid car driver’s license. Knowledge of the National Water Act, 36 of 1998 and water related and environmental management legislations and policies. Good ability and experience to write and interpret technical and scientific reports and documents. Assist with the management of projects. Good management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy skills. Good written and verbal communication, presentation and report writing skills. Ability to provide technical and scientific support to other DWS functions. Ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. It will be expected of the incumbent to travel frequently.

DUTIES: Implementation of the National Water Act 36 of 1998 with focus on Water Quality Management. Management of water quality related water use authorizations in the Berg Olifants Water Management Area. Implementation of the waste discharge charge system in the Berg Olifants WMA. Implementation of water quality monitoring programs in the Berg Olifants WMA areas. Manage land use applications related to integrated environmental management. Assist with the preparation of the required technical information as well as the writing of technical and other reports. Represent the Department on various inter-governmental forums and structures. Liaise with the National Office on various water quality related issues. Provide specialist inputs on applications made in terms of Environmental, Mining and Agricultural legislation. Liaise with internal and external stakeholders regarding the management of water quality issues. Facilitate and coordinate the training, capacity building and career development of staff. Supervise and Mentor Environmental Officers and other subordinates. Reporting, enforcement, procurement, financial management and implementation of policies and procedures pertaining to water quality. Manage programmes and mentorship programmes for staff. Prepare monthly and quarterly reports. Manage staff.

ENQUIRIES: Ms. T Torch Tel No: (021) 941 6236
APPLICATIONS: Western Cape: Please forward your applications quoting the relevant reference number to the Regional 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, African Males, and Indian Males are encouraged to apply.

POST 06/46: CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 280220/03
Branch: Planning and Information

SALARY: R446 202 per annum (OSD)
CENTRE: Boskop Area Office

REQUIREMENTS: A National Diploma in Civil Engineering. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration). A valid driver’s license (attach copy). Experience in the supervision of subordinates is required. Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design of gauging weirs and analysing knowledge of hydrological data. Knowledge of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and technical consulting skills. Problem solving,
analysis, decision making and team work skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management.

**DUTIES**
Stream Gauging using ADP and conventional stream gauging instruments. Survey of gauging weirs using a level. Survey of floods (rated) sections. Calibration and evaluation of flow gauging stations. Inspection, coordination and supervise maintenance of flow gauging stations. Maintenance of electronic data logging instruments. Supervision of personnel according to their PMDS. Hydrological Data editing, processing and quality control. Management of hydrological data bank. Procurement of maintenance material/equipment. Liaise with landowners for access. Compile monthly progress statistics. Travel extensively as and when required. Manage the collection of all forms of hydrological data within area of responsibility. Supervise graduate interns. Responsible for Health and Safety of subordinates and office meetings. Responsible for training of personnel according to their PDP’s. Must be prepared to work away from the office for extended periods of time. Representing the division at administrative, technical and managerial forums and meetings where required. Act as the division’s manager in the absence of such where required.

**ENQUIRIES**
Mr D de Villiers, Cell No: (082) 724 9457

**APPLICATIONS**
Boskop Area Office Please forward your application, quoting the post reference number, to: The Area Manager, Department of Water and Sanitation, Private Bag X08, Noordbrug, 2521 or hand deliver at Department Water and Sanitation office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom)

**FOR ATTENTION**
Ms. MMM. Buyskes

**POST 06/47**
CONTROL WATER CONTROL OFFICER REF NO: 280220/04
Branch: Chief Operations Office – Gauteng

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

**CENTRE**
Potchefstroom Area Office

**REQUIREMENTS**

**DUTIES**
Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply health and safety regulations to the component. Inspect and report on maintenance of the infrastructure (Dams and Canals).

**ENQUIRIES**
Mr S Msayi Tel No: 018 294 9300

**APPLICATIONS**
Potchefstroom Area Office Please forward your application, quoting the post reference number, to: The Acting Area Manager, Department of Water and Sanitation, Private Bag x 936, Potchefstroom, 2520 or Hand deliver at 126 Chris Hani Street, Potchefstroom, 2520.

**FOR ATTENTION**
SM Mokgosi

**POST 06/48**
ADMINISTRATIVE CLERK SUPERVISOR REF NO: 280220/05
Branch: Chief Operations Office-Gauteng

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Potchefstroom Area Office

**REQUIREMENTS**
A Senior/Grade 12 certificate or equivalent qualification. Three (3) to five (5) years’ experience required in Supply Chain Management / Financial management. A valid driver’s license (Attach copy). Knowledge and experience of clerical functions, practices as well as the ability to capture data, operate computer and collate administer statistics. Knowledge and insight of human Resources prescripts. Knowledge of working procedure in term of the working environment. Working knowledge of financial operating systems (PERSAL, BAS, LOGIS, SAP etc.). Basic knowledge and understanding of the legislative framework governing the Public Service. Good Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analytical skills.

**DUTIES**
Supervise subordinates and provide supply chain clerical support services within the component. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries related to SCM. Release purchase orders and purchase requisitions on SAP. Check purchase requisitions for correctness,
completeness and sign the requisition documents. Administer contracts. Maintain and update contract register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Check and maintain goods register. Identify redundant and obsolete stock.

ENQUIRIES
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POST 06/49
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FOR ATTENTION
POST 06/51
SALARY
CENTRE
**REQUIREMENTS**: ABET qualification. One (1) to two (2) years’ experience in performing manual work will be an added advantage. Communication skills and ability to work in a team. Must have a basic knowledge of using equipment, tools and light machinery. Must be punctual and productive. Must be able to work away from the office for long periods and stay at camp sites near place of work. Must be able to work in or near rivers and dams.

**DUTIES**: Performing of general maintenance and light construction work at gauging stations. Performing of general maintenance at the office complex and terrain. Maintain and take care of machinery, equipment, tools and goods. Apply occupational health and safety to ensure safe working environment and conditions. It may be expected of the official to work long durations away from the office.

**ENQUIRIES**: Mr. P.D. Geldenhuys Tel No: (082) 721 2297

**APPLICATIONS**: Hydrometry Office (Boskop Dam) Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver at Department Water and Sanitation office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom).

**FOR ATTENTION**: Ms M. Buyskes Tel No: (018) 298 9000
**APPENDIX L**

**PROVINCIAL ADMINISTRATION: FREE STATE**

DEPARTMENT OF TREASURY

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

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**APPLICATIONS**

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

**FOR ATTENTION**

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

**CLOSING DATE**

28 February 2020

**NOTE**

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

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**OTHER POSTS**

**POST 06/52**

**DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: FSPT**

**SALARY**

R733 257 per annum (Level 11) (An all-inclusive salary package) (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A three year Degree or equivalent qualification (SAQA NQF Level 7) with Risk Management Internal Auditing as a major subject. Five (5) years relevant experience, of which at least three (3) years should have been at a supervisory level (Assistant Director Level)

**DUTIES**

Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plans. Manage, implement, review and improve the risk management framework. Facilitate the institutionalization of risk management. Manage the Department at Risk Management Sub-directorate.

**ENQUIRIES**

Mr. A. Maqabe Tel No: (051) 405 3481

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**POST 06/53**

**DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION TECHNOLOGY REF NO: FSPT 003/20**

Re-advertisement (all the applicants who previously applied are encouraged to re-apply)

**SALARY**

R733 257 per annum (Level 11). (An all-inclusive salary package) (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A Degree/National Diploma (NQF 6 or higher) in Information Technology or equivalent qualification with a minimum of five (5) years’ experience in the information technology environment of which at least three (3) years should have been in a junior management position. Knowledge of ISO/IEC 27002, ITIL, CoBit 5 and LMS, Exchange, AD, firewall,
Cisco systems, Linux, and Microsoft server infrastructure. Knowledge of relevant legislation, regulations and policies. Good communication (verbal and written), problem solving, analytical, reporting and presentation skills. Computer literate (MS Word, Excel and Power Point).

DUTIES: Manage and provide information technology solutions and systems that are effective in supporting the Department’s objectives to improve service delivery. Manage the development and maintenance of the Departmental website (Internet and Intranet) and web services to improve the Departmental web presence and corporate image. Manage the resources of the Sub-directorate. Manage Departmental information and knowledge management to ensure the maximization of IT resources. Manage information security to protect Departmental information and systems. Management of the corporate governance of the ICT framework.

ENQUIRIES: Mr. S Mhlambi Tel No: (051) 405 5031 / Cell: (079) 525 4192 (during office hours only)
ANNEXURE M

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

APPLICATIONS: should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107

CLOSING DATE: 28 February 2020

NOTE: The Gauteng Department of e-Government invites applications for internship programmes in the department. All graduates in the fields, listed below, who are South African Citizens and are resident in the province of Gauteng. Candidates must have completed an NQF aligned qualification to be eligible for employment, at a recognized institution of higher learning in the Republic of South Africa. Selected candidates will be required to enter into an internship contract with Gauteng Department of e-Government for a non-renewable contract period of 24 months. We welcome applications from persons with disabilities. Applications must be completed on form Z83, in full and page 2 duly signed submitted, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 certified copies of qualifications and ID (not older than 6 months) must be attached. 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 any institution within three months of the closing date, please consider your application unsuccessful. General information: Short-listed candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government and successful candidates must obtain a positive security clearance. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

INTERNSHIP (YEAR 2020/2021)

OTHER POSTS

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<th>POST 06/54</th>
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<td>INTERNSHIP (YEAR - 2020/2021) FINANCIAL MANAGEMENT</td>
<td>INTERNSHIP (YEAR - 2020/2021) HUMAN RESOURCE MANAGEMENT</td>
<td>INTERNSHIP (YEAR - 2020/2021) INFORMATION COMMUNICATION TECHNOLOGY</td>
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<td>REQUIREMENTS: Unemployed youth between 18-35 years of age, a Degrees/National Diploma in Financial and Management Accounting and related.</td>
<td>REQUIREMENTS: Unemployed youth between 18-35 years of age, a Degrees/National Diploma in Human Resource Management and related.</td>
<td>REQUIREMENTS: Unemployed youth between 18-35 years of age, a Degrees/National Diploma in Computer Science/ Information Technology/ Networking.</td>
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<td>ENQUIRIES: Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 &amp; Mr. Themba Psungo Tel No: (011) 689 6980</td>
<td>ENQUIRIES: Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 &amp; Mr. Themba Psungo Tel No: (011) 689 6980</td>
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REFS/005038 (X6 POSTS) | REFERENCES/005040 (X5 POSTS) | REFERENCES/005043 (X20 POSTS) |
POST 06/57: INTERNSHIP (YEAR - 2020/2021) STRATEGIC MANAGEMENT AND MONITORING REF NO: REFS/005044 (X2 POSTS)
Directorate: Strategic Management and Monitoring

STIPEND: R5 728.54 per month
CENTRE: Johannesburg
REQUIREMENTS: To complete all tasks assigned in relation to the post.

ENQUIRIES: Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 & Mr. Themba Psungo Tel No: (011) 689 6980

POST 06/58: INTERNSHIP (YEAR - 2020/2021) COMMUNICATIONS AND MEDIA LIAISON REF NO: REFS/005045 (X2 POSTS)
Directorate: Communications

STIPEND: R5 728.54 per month
CENTRE: Johannesburg
REQUIREMENTS: To complete all tasks assigned in relation to the post.

ENQUIRIES: Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 & Mr. Themba Psungo Tel No: (011) 689 6980

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 post of Administration clerk (For Leratong Hospital) with Ref No: LRT/ADM/0013 advertised in Public Service Vacancy Circular 05 dated 07 February 2020 with a closing date of 21 February 2020, Requirements should not include Grade 10/Abet as it has been removed.

OTHER POSTS

POST 06/59: HEAD - CLINICAL DEPARTMENT (INTERNAL MEDICINE) REF NO: REFS/005016
Directorate: Internal Medicine

SALARY: R2 161 416 - R2 294 040 per annum (All-inclusive package)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Specialist Physician with at least 7-years of experience in clinical medicine post specialist registration. Should be registered as a specialist physician at the HPCSA. Should have experience in teaching and training of medical students. Should have research experience with publications. The applicant should be interested in doing clinical work, training students, doing research and be involved with the administration of the department.

DUTIES: Clinical Work: Supervision of clinical staff; Manage own service delivery; Assess and ensure good quality of clinical service delivery; Manage and work in Medical Outpatients; Manage and work in Specialist Clinic; Review discharge summaries. Education and Training: Organize and manage training of pre- and postgraduate medical students; Assist in organisation of clinical examinations; Lecturing where required; Evaluate and improve training programme where appropriate; Monitor and evaluate postgraduate student clinical progress; Attend academic meetings; Manage own clinical development. Research: Develop own research interests and publish appropriately; Support postgraduate students with research projects; Supervise postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Help coordinating duty lists and staff allocation in the department; Assist in coordination of academic program; Liaise with other departments within the hospital and with other hospitals where required.

ENQUIRIES: Dr S. P. Mbeleki Tel No: (011) 923-2053
APPLICATIONS: to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olfantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namame Olfantsfontein 1665.
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 on Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full, attach your CV, certified copies of your Identity document, academic qualification and proof of registration with the HPCSA. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. No S&T claims and resettlement allowance will be paid. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the hospital.

CLOSING DATE : 28 February 2020

POST 06/60 : HEAD CLINICAL UNIT: MEDICAL GRADE 1 REF NO: CHBAH 283
Directorate: Surgery (Trauma)

SALARY : Grade 1: R1 728 807 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : 
- Appropriate qualification that allows registration with the HPCSA as Trauma Sub specialist. A Minimum of 3 years appropriate experience in Trauma after registration with HPCSA as a Trauma Subspecialist: Management experience. Computer literacy (Ms Word, Ms Excel, PowerPoint). Proven experience in Administration, Finance, Education, Research and special interest or expertise in Trauma surgery. This experience should be in terms of clinical service provision, teaching, administration and research. Sound knowledge of government regulations, policies and acts. The ability to interpreted and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, People and Interpersonal relations skills. Communication skills (verbal and written). Organizational, Problem-solving and Interventional skills. Highly motivated and enthusiastic to contribute to the Surgery care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

DUTIES : 
- Provide leadership in service, teaching and research in the division of Trauma in the Department of General Surgery. Provide clinical and administrative support to the Head of Department in the efficient delivery of services to patients including outreach to referring hospitals, community health centres and clinics in the Chris Hani Baragwanath Academic Hospital health cluster. Perform clinical duties in area of Trauma Surgery. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of Trauma care. As part of the university’s responsibility, sufficient and quality teaching must be provided to undergraduates (medical students), postgraduate and fellowship students. Teach students in Trauma. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting and procurement processes as well as monitoring and evaluation.
- The Head of Unit will be part of prehospital trauma care planning and an outreach program, build relationships and work with the referring hospitals regarding transfers in, as well as down referrals as well as the emergency medical services (EMS). The HOU will be responsible for administrative and management work in the department, including assisting with work of different committees in the Department of Surgery at the Hospital and University. See to it that that quality assurance, including clinical audit, is conducted in the department in line with national core standards. Lead the department of Surery of Chris Hani Baragwanath Academic Hospital, in line with the strategic goals set by the National and Provincial Departments of Health and the Chief Executive Officer of the hospital. Participate in the management of activities of Chris Hani Baragwanath Academic Hospital as a whole and attend all applicable management meetings. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Dr KA Mustafa Tel No: (011) 933 8154

APPLICATIONS : 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
CLOSING DATE : 28 February 2020

POST 06/61 : CLINICAL MANAGER REF NO: FERH/MED-01/2020 (X2 POSTS)

Directorate: Medical

SALARY : R1 173 900 – R1 302 849 per annum (all inclusive package)

CENTRE : Far East Rand Hospital

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current HPCSA registration (2019-2020) as a Medical Practitioner. A minimum of 3 years appropriate experience after registration with HPCSA as a medical practitioner. Post graduate Management qualification will be an added advantage. Computer Literacy in Microsoft Package (MS Word, Excel and Power point) and a valid driver’s license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES : Responsible for the leadership and management of the delivery of clinical services to patients referred to Far East Rand Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Far East Rand Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

ENQUIRIES Tel No: (011) 812 8309

APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs. Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

NOTE : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs. Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
POST 06/62  :  NURSING MANAGER REF NO: TDH01/2020  
Directorate: Nursing  

SALARY  :  R843 618 – R949 482 per annum (all inclusive)  
CENTRE  :  Tshwane District Hospital  
REQUIREMENTS  :  Grade 12. Basic qualification accredited with the South African Nursing Council as a professional nurse in terms of Government Notice R 425 qualification (i.e. degree/diploma in Nursing Science, General, Midwifery, Community Nursing Science and Psychiatric. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Diploma/degree in Nursing Management. Proof of current registration with SANC. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to communicate well with people at different backgrounds. Must be able to work under pressure. Must be driven, customer focused individual with excellent planning, organising, good interpersonal relations and presentation skills.  

DUTIES  :  Effective running of nursing service in line with the department’s strategic goals and objective. Develop and support research initiatives with the aim of improving quality service. Advocate and ensure the promotion of nursing ethos and professionalism. Understanding of the relevant policies and protocol regarding health services. Conduct staff meetings to disseminate information such as new development on policies. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies. Programmes, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task team at various levels. Develop a good working relationship within the department and relevant stakeholders. Participate with members of the health team in decision making pertaining to healthcare delivery. Participate in the development of DHP and DHER. Human Resource: Analyse staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: ensure that budget spending is maximised in line with strategic objective: manage and control material resources and assets. Train and supervise colleagues and under his/her supervision. Ensure proper communication at all levels. Knowledge of National Core Standard and ideal hospital tools.  

ENQUIRIES  :  Dr Nkusi SS Tel No: (012) 354 7653  
NOTE  :  All applications received for the posts should be sent to: Tshwane District Hospital, Conner Dr Savage Road and Steve Biko Road Gezina. Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.  
CLOSING DATE  :  28 February 2020  

POST 06/63  :  DENTIST-GRADE 1 REF NO: TDHS/A/2020/01  
Directorate: Oral Health  

SALARY  :  R797 109 – R884 670 per annum  
CENTRE  :  Tshwane District Health Services  
REQUIREMENTS  :  Grade 12 certificate, Bachelor Degree in Dental Science (BDS or equivalent), registration with Health Professions Council (HPCSA) as a Dentist. Proof of current registration with the HPCSA and copy of an ID document. Valid Driver’s licence. Certification of all the required documents to be certified.  

DUTIES  :  The incumbent will be rendering a comprehensive oral health service in the clinics, dental mobile, correctional services, institutions, hospitals, partake in community outreach programmes and performing administrative duties as required by the Programme/Department. Ensure proper running of quality oral health services and management of the staff in the clinic. Provision of relief within the Sub-district and District when needed. Sound knowledge of Departmental Policies would be an advantage. Good communication and interpersonal relations skills, ability to work under pressure and problem-solving skills.  

ENQUIRIES  :  Dr SK Reinprecht Tel No: (012) 451 9290  
APPLICATIONS  :  Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.  
NOTE  :  Applications must be submitted on form Z83 (application form), completed fully and signed, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.  
CLOSING DATE  :  28 February 2020
POST 06/64 : DEPUTY DIRECTOR FINANCE REF NO: FERH/FIN-01/2020 (X1 POST)
Directorate: Finance

SALARY : R733 257 - R863 748 per annum (All-Inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : A three-year National Diploma/Degree in Financial Management/Accounting with at least 3 Years’ experience in Management position or Grade 12 certificate with 5-10 years’ experience in Management position at Assistant Director Level. Must have experience in finance administration, budgeting and expenditure control, cost centre management, internal control, financial and management reporting. Computer literacy (Ms Word, Ms Excel, PowerPoint). Must possess expert knowledge on regularly prescribed governing financial activities within the public sector. Advanced knowledge of spreadsheet sheets and report writing skills is a pre-requisite. Knowledge of the public service legislations, policies and procedures. Good written and advanced communication skills. Supervisory, planning, organizing and problem-solving skills must be able to manage and lead a team. Ability to multi-task and prioritize. Ability to work in a high volume and highly pressurized environment. Ability to support the Director. Finance. Ability to manage a high value goods, services and equipment budget. Must be able to plot trends and make recommendations. Exposure to BAS, SAP

DUTIES : Lead, monitor and manage the finance department accounts payable, budget management units. Compilation of multiyear budget, budget control and cost centre management. Ensure proper financial control and compliance with delegation. Compile monthly, quarterly and annual reports. Contribute to the department’s planning, budgeting and procurement processes as well as monitoring and evaluation. Ensure that conditional grants budget is spent according to the Business plans. Assist in the coordination and managing of the grants. Compilation of conditional grants Business Plan, monthly and quarterly reports. Ensure compliance to DORA framework conditions and requirements in relation to schedule 4 and 5 grants. Ensure reconciliations of transversal system (BAS, SAP, PERSAL and, MEDSAS) and including reconciliations of supplier’s accounts and petty cash are performed on monthly basis. Management of audit findings and ensure improvement of audit outcomes. Effective management of risk. Co-ordinate and execute policy strategy Managw and review of personnel performance.

ENQUIRIES : Dr Mathaba Tel No: (011) 812 8309
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE : 28 February 2020

POST 06/65 : DEPUTY DIRECTOR HUMAN RESOURCE REF NO: FERH/HR-01/2020 (X1 POST)
Directorate: Human Resources

SALARY : R733 257 - R863 748 per annum (All-Inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : A recognized 3 years bachelor’s degree or National Diploma in Human Resource Management with at least 3 Years’ experience in Management position or Grade 12 certificate with 5-10 years’ experience in Management position at Assistant Director Level. Knowledge of Persal system. Hospital Management experience will be an added advantage. Management and leadership skills. Ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resource legislation, policy, procedure and processes applicable in the Public Service. Good communication, dispute resolution, conflict resolution and negotiation skills. Excellent planning and organizational skills. Ensure proper implementation and compliance to the Public Finance Management Act, 1999. Prepared to work under pressure and in a stressful situation. Must have at least code 08 driver’s license and be computer literate.

DUTIES : Manage the allocated Human Resource budget for the institution. Analyse and audit Persal and Human Resource Department reports. Co-ordinate Human Resource
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 Act. Preference for these positions will be given to people with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

DEPUTY DIRECTOR: REGIONAL TRAINING CENTRE REF NO: DD/RTC/02/2020

Directorate: Professional Development

REGIONAL TRAINING CENTRE: Regional Training Centre Region A (JHB & Westrand)

QUALIFICATION: A 3 to 4-year Degree/National Diploma in any Health/Social Sciences Fields. Additional qualification NQF level 7 in Education. Certificate in Management. 3-5 years of work experience in the field of HIV, AIDS, STI and TB, MCYWH, NCD and Primary Health Care delivering patient care (as a Clinician). 3-5 years’ experience managing health related training and Development programmes as middle manager (level 9 or 10) at District, Cluster, Provincial and National level. Registration with the relevant statutory council as a professional (council receipt required). Knowledge of legislation applicable to Health. Ability to develop curricula. Competencies needed: Good Communication (Written, Verbal, Presentation and negotiation) skills. Ability to supervise, mentor and manage a team. Knowledge of Project, Financial and Procurement. Ability to function independently. Knowledge of PFMA. Knowledge of curriculum development, policy development and application. Proficient in computer skills in particular Excel, Word, Power Point and Outlook, (candidate will be subjected to computer skills test). Valid driver’s license and ability to drive. Knowledge of policy development and application. Attributes: Ability to make informed decisions and solve problems. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet timeframes set for submission of training reports and spend budget within specified timeframes. An independent critical thinker. Recommendations: Possession of a clinical specialty will be an added advantage.

DUTIES:
Overall Management of the RTC. Responsible for the performance of the RTC. Development and execution of the RTC Business Plan. Plan, coordinate, manage, monitor and evaluate the Regional Training Centre related activities in line with the strategic priorities of the Department. Develop and manage systems for internal financial control and procurement systems for the RTC in line with departmental procedures. Advise on curriculum development, manage accreditation of the new training programmes and skills programmes for mid-level workers. Management of Personnel. Liaise with Higher Education Institutions and School of Public Health on National and Provincial priority health projects and CPD points for all health care workers. Align RTC training programmes to CPD points. Develop tools for monitoring and evaluation of training programmes. Compile skills audits and training needs analysis reports. Manage training information and produce monthly, quarterly and annually including outcome assessments.

NOTE: 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 Act. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate
security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

**CLOSING DATE**: 28 February 2020

**POST 06/67**: ASSISTANT MANAGER: INTERNAL MEDICINE AND PSYCHIATRY – PNB4 REF NO: REFS/005015

**Directorate**: Nursing

**SALARY** : R614 991 – R692 166 per annum (plus benefits)

**CENTRE** : Tembisa Provincial Tertiary Hospital

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of R425 or equivalent qualification the allows registration with SANC as a Professional Nurse. Plus a post basic Orthopaedic Nursing qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty – Psychiatry Nursing Science.

**DUTIES** : To ensure safe and effective clinical nursing practice general and Psychiatry Nursing. Ensure effective management of quality nursing service. Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self – development mentoring of Operational Managers. Ability and knowledge to carry out Psychiatry Nursing procedures and management as per scope or practice. Ensure ongoing monitoring and evaluation of Psychiatry services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES** : Mr. W.N. Mothwane Tel No: (011) 923-2050

**APPLICATIONS** : to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

**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 on Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full, attach your CV, certified copies of your Identity document, academic qualification and proof of registration with the SANC. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**: 28 February 2020

**POST 06/68**: HOD CLINICAL REFS: 005020 (X1 POST)

**Directorate**: Nursing Education and Training

**Re-Advertisement**

**SALARY** : R579 696 - R672 018 per annum (plus benefits)

**CENTRE** : Bonlasedi Nursing College

**REQUIREMENTS** : Degree in Nursing Education and Nursing Administration. A Master’s Degree or having commenced a Master’s Degree will be an added advantage. Registration with the South African Nursing Council (SANC) as a nurse and a midwife. Minimum of 9 years’ appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical area as a General nurse. Experience in clinical assessment practice. Knowledge of procedures and processes

DUTIES

Manage, supervise, monitor and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curriculae with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g. Clinical workbooks, Clinical Evaluation tools, clinical outcomes. Co-ordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements.

ENQUIRIES

Mr. K.T. Baloyi Tel No: (011) 696 8306/8300

APPLICATIONS

should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za

NOTE

Application must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE

28 February 2020

POST 06/69

HOD STUDENT COUNSELING REFS: 005022 (X1 POST)

Directorate: Nursing Education and Training

Re-Advertisement

SALARY

R579 696 - R672 018 per annum (plus benefits)

CENTRE

Bonalesedi Nursing College

REQUIREMENTS

Degree in Nursing Education and Nursing Administration. A Master’s Degree or having commenced a Master’s Degree will be an added advantage. Registered with the SANC as a General Nurse and Midwife. Minimum of 9 years appropriate/recognizable nursing experience after being registered as a Professional Nurse and Midwife. At least 5 years of the period must be appropriate experience in Nursing Education. At least 4 years of the period must be experience as a Student Counselling Professional Officer. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers’ license. Proof of computer literacy: Word, PowerPoint and Excel. Have a track record of transferability of the post applied for.

DUTIES

Management and supervision of the Student Counselling Department E.g. Plan, implement and manage student counselling and support programmes, plan, implement and monitor all Student Counselling activities – counselling of students, provision of personal, social, academic and administrative guidance; determine and interpret students service needs on an individual and collective basis; advocate for, plan and manage the implementation of strategies to resolve problems where necessary; design, develop a curriculum and implement educational programs for students to improve their learning experience; manage the support services of all students. Assist with the provision of employee wellness service. Manage, supervise, monitor and report on all Student Counselling staff. Facilitate budget needs of the departments.

ENQUIRIES

Mr. K.T. Baloyi Tel No: (011) 696 8306/8300
APPLICATIONS : should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za

NOTE : Application must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE : 28 February 2020

POST 06/70 : HOD STUDENT AFFAIRS REFS: 005021 (X1 POST)
Directorate: Nursing Education and Training
Re-advertisement

SALARY : R579 696 – R672 018 per annum (plus benefits)
CENTRE : Bonalesedi Nursing College
REQUIREMENTS : Degree in Nursing Education and Nursing Administration. A Master’s Degree or having commenced a Master’s Degree will be an added advantage. Registered with the SANC as a General Nurse and Midwife. Minimum of 9 years appropriate/recognizable nursing experience after being registered as a Professional Nurse and Midwife. At least 5 years of the period must be appropriate experience in Nursing Education. At least 4 years of the period must be experience as a Student Affairs Professional Officer. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers’ license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

DUTIES : Management and supervision of the Student Affairs Department which includes e.g. planning, monitoring processes for statistical data collection and analyse statistical data, develop reports, monitoring of reporting systems and instruments; dealing with students’ issues such as course terminations, course extensions, students appeal, planning and implementation of graduation and Prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance; knowledgeable regarding content of Basic Regulations/Acts and recent developments in the field of Nursing and Student Affairs; ensuring that students examination results are communicated accurately and timeously; Continuing education and Research activities; plan and implement policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Manage, supervise, monitor and report on all Student Affairs staff. Facilitate budget needs of the departments.

ENQUIRIES : Mr. K.T. Baloyi Tel No: (011) 696 8306/8300
APPLICATIONS : should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za

NOTE : Application must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE : 28 February 2020

POST 06/71 : OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PNB3 BURNS ICU REF NO: REFS/005014
Directorate: Nursing

SALARY : R562 800 – R633 432 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma/ Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current registration. A post – basic Nursing qualification (Critical Care Nursing) with a duration of at least 1 years, accredited with the SANC in one of the specialties referred to in the
glossary of terms. A minimum of 9 years appropriate/recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing. At least 9 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post – basic qualification in the Intensive Care Unit, Burns ICU will be an added advantage, relevant Speciality, appropriate/recognisable experience at Management Level.

**DUTIES**
- Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service, maintain professional growth/ethical standard and self-development. Be informed with Labour Act Practices.

**ENQUIRIES**
- Mr. W.N. Mothwan Tel No: (011) 923 – 2318

**APPLICATIONS**
- to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namame Olifantsfontein 1665.

**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 on Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full, attach your CV, certified copies of your Identity document, academic qualification and proof of registration with the SANC. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**
- 28 February 2020

**POST 06/72**
- **LECTURER PND 2: QUALITY ASSURANCE**
  - REFS: 005024 (X1 POST)
  - Directorate: Nursing Education and Training
  - Re-Advertisement
  - **SALARY**
    - R471 333 - R614 991 per annum (plus benefits)
  - **CENTRE**
    - Bonalesedi Nursing College
  - **REQUIREMENTS**
    - PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience as a Nurse educator. Degree in Nursing Education and Nursing Administration. A qualification and/or experience in Quality Assurance will be an added advantage. Registered with the SANC as a General Nurse and Midwife. A code 8 Drivers’ License. Proof of Computer literacy (Word, PowerPoint, and Excel).
  - **DUTIES**
    - Develop, Coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments, and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and CHE. Display a sound knowledge of legislation that impacts on the nursing education milieu.

**ENQUIRIES**
- Mr. K.T. Baloyi Tel No: (011) 696 8306/8300

**APPLICATIONS**
- should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za

**NOTE**
- Application must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

**CLOSING DATE**
- 28 February 2020
POST 06/73 : CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: TDHS/A/2020/02 (X1 POST)

Directorate: Quality Assurance

SALARY CENTRE : R444 276 per annum

REQUIREMENTS : Tshwane Health District Services

A relevant 4-year tertiary or equivalent qualification in Health Sciences. Current registration with relevant professional body/council. A certificate or qualification, in quality management/assurance, research methodology, monitoring and evaluation, DHIS, customer care and/or Batho Pele will be an added advantage. At least 5 years’ experience in District Health Services. Be in possession of at least an undorsed & valid Code B driver’s license. Other Skills/Requirements: Demonstration of insight and understanding of the District Health services and operations, insight and understanding of National Health Act, Public Service Act and Regulations, Public Finance Management Act and other relevant and applicable legislative frameworks in the current Health Services climate and developments, ability to work independently, aptitude to pay attention to detail, commitment to being responsible and accountable, willingness to work under pressure, which includes working beyond normal office hours and extensive travelling; be computer-literate and a team-builder. Excellent listening, thinking, communication, report writing negotiating, problem-solving, conflict handling, decision-making, judgment, presentation, leadership, project management, analytical, technical, statistical, innovation, time management, and interpersonal skills are essential for this position.

DUTIES : Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients’ Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients’ waiting times Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans Become liaison between the District and all other essential stake-holders.

ENQUIRIES : Mr SR Makua Tel No: (012) 451 9121/079 872 6077

APPLICATIONS : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

CLOSING DATE : 28 February 2020

POST 06/74 : SOCIAL WORK SUPERVISOR GRADE 1 REF NO: REFS/005046

Directorate: Social work

SALARY CENTRE : R384 228 per annual (plus benefits)

REQUIREMENTS : Tara the H. Moross Centre, Sandton

Appropriate, acknowledged Bachelor of Arts qualification in Social Work; Proof of current registration with SACSSP; valid driver’s license; computer literacy. Experience: A minimum of 7 years appropriate experience in social work after registration with SACSSP. A minimum of 5 years’ experience in a Hospital setting and a minimum of 5 years’ experience in the Mental Health setting will be an added advantage. Previous experience with mentoring or supervision of students or subordinates. Knowledge of Public Service legislation, Policies and Procedures as well as that of the social work profession as applies to the Mental Health sector. Ability to work with a multidisciplinary team. Previous experience in managerial responsibilities will also be an added advantage.

DUTIES : To lead the Social Work Department in the institution, and to provide clinical and administrative supervision and management. Financial management. Administrative functions. Clinical work and case management in collaboration with the multi-disciplinary team. Training and development, in liaison with tertiary institutions and other stakeholders. Participate in provincial meetings and relevant task teams. Participate in hospital management and committee meetings.
**DUTIES**

- Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.

**ENQUIRIES**

Dr. R. Price-Hughes Tel No: (011) 535 3001

**APPLICATIONS**

People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

**CLOSING DATE**

28 February 2020

**POST 06/75**

LECTURER PNDI/II REF NO: 005025 (X1 POST)

Directorate: Nursing Education and Training

**SALARY**

- PND I: R383 226 - R444 276 per annum (plus benefits)
- PND II: R471 333 – R614 991 per annum (plus benefits)

**CENTRE**

Ga-Rankuwa Nursing College

**REQUIREMENTS**

- PND I: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of four (04) years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. The following Post Basic Qualification will be an added advantage: Operating Theatre Nursing. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid drivers license. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of Government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows Registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in relevant clinical specialty. The following Post Basic Qualification will be an added advantage: Operating Theatre Nursing and Masters in Clinical Nursing Science. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid drivers license.

Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.

**ENQUIRIES**

Mrs K R Lekgeu Tel No: (012) 560 0448/50

**APPLICATIONS**

- All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kindly submit the recent salary advice.

**CLOSING DATE**

28 February 2020

**POST 06/76**

PROFESSIONAL NURSE (SPECIALTY) ADVANCED MIDWIFE AND NEONATAL NURSING SCIENCE REF NO: TDH002/2020

**SALARY**

- R383 226 - R444 276 per annum (Plus benefits)

**CENTRE**

Tshwane District Hospital

**REQUIREMENTS**

- Grade12 or equivalent (NQF level/Basica) Diploma/Degree in Nursing that allows registration with the South African Nursing Council. As a 4years appropriate/recognizable experience in nursing after registration as a Professional Nurse. A minimum of 4years appropriate/recognizable experience in nursing after registration as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science with duration of at least 1 year accredited with SANC and 4 years’ experience working in Labour Ward. Certificates of registration with SANC (General Nursing, Midwifery, Psychiatric and Community Nursing Science). Proof of current SANC registration. Certificate in ESMOE training. ESMOE training. Certificates of registration with SANC (General Nursing, Midwifery, Psychiatric and Community Nursing Science). Proof of current SANC registration. Certificate in ESMOE training will be an added advantage.

**DUTIES**

- Provide quality maternal and neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme,
PPiP and PMTC guidelines. Promotion of MBFH. Minimize obstetrical patient safety incidents. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift, work independently and in a multi-disciplinary team to ensure good Nursing Care that is cost effective, equitable and efficient. Demonstrate an understanding of nursing legislation and related ethical nursing practices. Effective utilization of resources, participation in Training and Research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Display a professional image at all times. Good verbal and written skills, problem solving skills and accurate data collection.

ENQUIRIES : Ms. Mothaga DS Tel No: (012) 3547600
APPLICATIONS : Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification. Suitable candidates will undergo a medical surveillance. No faxed or E-mailed application will be accepted.

NOTE : Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. 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. 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 : 28 February 2020

POST 06/77 : ASSISTANT DIRECTOR RECRUITMENT & SELECTION REF NO: AD/RS/GDOH/02/202
Directorate: Human Resource Management

SALARY : R376 596 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : An appropriate recognized Bachelor's degree/National Diploma in Human Resource Management. Three (3) to five (5) years’ experience in the human resource sphere at a supervisor level or a Grade 12 Certificate with 10 years of relevant experience. Relevant experience in People management, Ability to work under pressure. Knowledge and understanding of Acts, Regulations, guidelines and other related policies. Knowledge and understanding of legislative framework governing the Public Service including: Public Service Regulations, Labour Relations Act, Skills Development Act, Disciplinary Code and Procedure, Public Finance Management Act. Leadership skills, Problem solving skills, Listening skills, Interpersonal skills and good communication skills. Planning and organizing skills. People management skills. Be prepared to work long hours.

DUTIES : Assist in the management of the Recruitment and Selection unit. Be responsible for the supervision of advertising of posts, shortlisting, interviewing, appointments, transfers, verification of qualifications, conducting vetting of newly appointed staff, and secretariat functions at interviews. Assist with supervision, training and development of subordinates. Establish control measures and do daily/weekly planning of work in the recruitment and selection unit. Make decisions in respect to the work of others. Make recommendations/ provide inputs with regard to policies/strategies that can impact on the whole of the Department. Contribute to strategic planning of the department. Solve problems by applying standing instructions or procedures. Give advice on procedural and policy matters to institutions, line managers and other stakeholders. Give inputs in support of formulation of the recruitment and selection policy of the department. Liaise with other stakeholders of the recruitment and selection unit. Process information and data. Determine training needs for staff in the recruitment and selection unit. Compilation of management reports for the recruitment and selection unit. Verbal exchange of information requiring difficult explanation as well as tact and diplomacy. Writing of complex notes, memos, reports, submissions, minutes and letters.

ENQUIRIES : Ms. P Murray Tel No: (082) 334 2329
APPLICATIONS : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

NOTE : 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 targets of the Department. Preference for these positions will be given to people
with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

CLOSING DATE : 28 February 2020

POST 06/78 : ASSISTANT DIRECTOR (HUMAN RESOURCE INFORMATION MANAGEMENT) REF NO: AD/HRIM/02/2020

Directorate: Human Resource Administration and Management

SALARY : R376 596 per annum plus benefits
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Recognised three-year Degree or National Diploma in Information Technology/Information Management or any relevant qualification – with five years proven experience in application development and database design and management or a Grade 12 Certificate with 10 years of relevant experience. Be well Organized, Accurate, Detailed, Analytical, and a Strategic thinker. Project Management skills, Statistical Analysis skills, Advanced Report Writing ability, and Presentation skills are required. Ability to Communicate at all levels. Advanced knowledge of Microsoft tools (MS Access; MS Excel; MS PowerPoint; and MS Word) is a prerequisite and will be tested as part of the interview process. Knowledge of the Persal system; the Vulindlela system; and the BAS is recommended. Experience in and knowledge of the public sector will be an advantage. Possession of a South African Valid Driver’s License is required.

DUTIES : Develop, implement, and maintain a human resource information warehouse utilising the industry’s best practices. Keep abreast of and proactively advice management of developments in the field. Request and prepare monthly Persal system data, and as per incoming requests. Automate and distribute reports throughout the organization. Reconcile the human resource data with information originating among/from the Persal system, the Vulindlela system, and the BAS. Utilise available human resource data to facilitate HR Planning processes for the department. Take part in, guide, and lead the human resource section in the regular intra- and inter-departmental multi-discipline projects on information. Resolve data integrity flaws in, and maintain accurate and reliable data of, the GDHoH’s Persal data.Oversee and manage the human capital; finances; assets; etc. in the unit.

ENQUIRIES APPLICATIONS : Lehlokoana Lepele Tel No: (011) 241 5780
Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

NOTE : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

CLOSING DATE : 28 February 2020

POST 06/79 : ASSISTANT DIRECTOR TRAINING & DEVELOPMENT REF NO: AD/TD/02/2020 (X2 POSTS)

Directorate Leadership Management & Skills Dev

SALARY : R376 596 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : National Diploma/Bachelor’s Degree (NQF Level 6) in Human Resource Management or Development or Equivalent related qualification in Human Resources. Minimum of at least 3 years’ experience in Human Resource Development. Three (3) to five (5) years’ Supervisory experience. ETDP qualifications i.e. Assessor, Moderator, SDF,
Train the trainer, Curriculum Development etc will be an added advantage. Knowledge of regulatory framework relating to Skills Development Act, Labour Relations Act, South Africa Qualification Authority, National Human Resource Strategy, Public Service Act, Public Service Regulations, Employment Equity Act, and Basic Conditions of Employment Act, must have experience as a trainer. Good report writing skills, good presentation skills, and computer literacy (MS Office Suite). Good communication skills (written and verbal). A valid driver’s license. Attention to detail, quality control. Problem solving, Plan and organize, Management, Facilitation, Administrative. Ability to work proactively and under pressure. Knowledge of Project, Financial and Procurement. Ability to function independently.

**DUTIES**

The successful candidate will be responsible for Management of AET. Manage Training and Development in line with the Learning & Development Policy. Orientation/ Re- Orientation of new/ existing staff in the entire Department. Implementing the Workplace Skills Plan and Human Resource Development implementation plan on training activities. Human Resource Management and Mentoring of Training Officers. Manage monitor and evaluate the Training related activities in line with the strategic priorities of the Department. Develop and manage systems for internal financial control and procurement systems. Stakeholder Management. Sourcing of training. Liaise with Higher Education Institutions, National School of Government, Gauteng City Region Academy and Gauteng Health Institutions. Align training programmes to Unit Standards. Develop tools for monitoring and evaluation of training programmes. Compile/Conduct skills audits and training needs analysis. Coordination of training programmes, conduct/Train in-house training programmes, Evaluation of training interventions. Compile training reports. Manage training information and produce monthly, quarterly and annually including outcome assessments.

**ENQUIRIES**

Ms L.V Mokhutsane Tel No: (072) 574 4070

**APPLICATIONS**

Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83

**NOTE**

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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities” NB: All shortlisted candidates will undergo a compulsory practical test to determine their Presentation & Facilitation skills.

**CLOSING DATE**

28 February 2020

**POST 06/80**

ASSISTANT DIRECTOR PERFORMANCE MONITORING REF NO: AD/PM/02/2020(X2 POSTS)

Directorate: Monitoring and Evaluation

**SALARY**

R376 596 per annum (plus benefits)

**CENTRE**

Central Office (Johannesburg)

**REQUIREMENTS**


**DUTIES**

Coordinate the development and implementation of M&E systems for monitoring of health sector performance. Analysis of data and production of performance publications and routine statutory performance reports. Implement mechanisms for provision of assurance for performance information and performance accountability reports. Support the development of quality improvement programmes for areas of underperformance. Support the development of Health Observatory for tracking of
population health. Liaise with various stakeholders in monitoring health programmes performance. Actively participate in the implementation of evaluations implementation/ process evaluation projects.

**ENQUIRIES**
Ms. Tsholofelo Adelekan Tel No: (072) 2304542

**APPLICATIONS**
Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

**NOTE**
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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities” NB: All shortlisted candidates will undergo a compulsory test to determine their analytical and report writing abilities.

**CLOSING DATE**
28 February 2020

**POST 06/81**
ASSISTANT DIRECTOR: NOT FOR PROFIT ORGANISATION (NPO) MANAGEMENT

**REF NO:** AD/NPO/02/2020

**Directorate:** HIV/AIDS and STI’s

**SALARY**
R376 596 per annum (plus benefits)

**CENTRE**
Central Office, Johannesburg

**REQUIREMENTS**
A degree or a National Diploma in Social Sciences or equivalent. 5 years’ experience in working in community responses of which 2 years must have been in relationship management with community based organisations. Knowledge of the Strategic Plan for HIV, AIDS and STIs. An understanding of the NPO Act. Experience in partnership development and contracting. Basic knowledge of the PFMA and DoRA. A valid driver’s license. Good verbal and written communication skills.

**DUTIES**
Plan and Coordinate NPO funding process. Undertake compliance and performance monitoring and report funded NPOs. Facilitate capacity building of funded and non-funded NPOs. Develop and manage databases. Manage stakeholders. Coordinate the implementation of Community Health Worker Strategy in partnership with District Health Services. Compile monthly, quarterly and annual reports. Liaise with districts, relevant sectors, stakeholders, communities and ward based structures within the community health worker programs and NPO fora.

**ENQUIRIES**
Ms. Linkey Katane Tel No: (076) 480 1341

**APPLICATIONS**
Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

**NOTE**
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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities” NB: All shortlisted candidates will undergo a compulsory test to determine their analytical and report writing abilities.

**CLOSING DATE**
28 February 2020

**POST 06/82**
ASSISTANT DIRECTOR PROCUREMENT REF NO: FERH/SCM-01/2020 (X1 POST)

**Directorate:** Procurement

**SALARY**
R376 596 – R443 601 per annum plus benefits

**CENTRE**
Far East Rand Hospital

**REQUIREMENTS**
An appropriate recognized Three (3) years National Diploma/Degree in Public Management/Finance/Supply chain/Economics/Business/Purchasing/Logistics or
The institution ensures prompt payment of salaries. Assist in the registration and renewal of major generator contracts.

NOTE: Applications and enquiries should be directed to:

APPLICATIONS: Dr Mathaba Tel No: (011) 812 8309

ENQUIRIES: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x60, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE: 28 February 2020

POST 06/83: ENVIRONMENTAL HEALTH PRACTITIONER (HEALTH CARE WASTE) REF NO: EHP/HCWM/02/2020 (X2 POSTS)

Directorate: Health Care Waste & Occupational Hygiene Risk Management

Sub – Directorate: Health Care Waste Management

SALARY: R317 976 per annum (Plus benefits)

CENTRE: Central Office, Pretoria

REQUIREMENTS: An appropriate 3-year National Diploma/Degree in Environmental Health or equivalent, SA driver’s license and at least 1-year appropriate experience and registration with HPCSA. Relevant B/Tech will be an advantage. Code EB driver’s license.

Recommendations: People, organizational, coordination and communication skills; computer literacy; ability to interpret and manage relevant statutory requirements, risk management, mitigation and report writing skills. Contract and project management skills will be an advantage.

DUTIES: Conduct facility inspections and risk assessments in accordance with appropriate statutory, tender and contract requirements. Conduct Legal Compliance audits and assist with mitigation of identified risks. Assist with Health Care Waste contract compliance management and research projects. Assist with awareness training and marketing in respect of all health care waste matters. Prepare inspection and investigation reports for management. Assist with the development and approval of health care waste plans. Assist in the registration and renewal of major generator certificates. Assist in the development of SOPs, policies, other protocols and data management systems. Assist with generic administrative functions in the unit.

ENQUIRIES: Ms. K.E Jansen Tel No: (012) 354 6176 / (082) 418 4923

APPLICATIONS: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

NOTE: 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical
assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

CLOSING DATE : 28 February 2020

POST 06/84 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 – 3**
Directorate: Oral Pathology and Oral Biology

SALARY : R317 976 – R532 959 per annum (Plus benefits)

CENTRE : University of Pretoria Oral Health Centre

REQUIREMENTS : Diploma/B- RADI/ B-TECH in Diagnostic Radiography. Registered with the HPCSA. At least 3 years’ experience as a Diagnostic Radiographer. Computer literacy is compulsory as the section is digitalized. Recommendations: A teaching qualification is recommended. Good interpersonal and communication skills are required. Experience in the dental environment is recommended.

DUTIES : Diagnostic Radiography in a Dental Hospital. Teaching, training and assessment of Oral Hygiene and Dental students. Will be expected to participate in the full spectrum of Diagnostic Imaging service rendering. Department duties may be assigned to the candidate.

ENQUIRIES : Prof WFP Van Heerden Tel No: (012) 319 2320

APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

NOTE : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 28 February 2020

POST 06/85 : **HR OFFICER: HR POLICY RESEARCH & DEVELOPMENT REF NO: HRO/HRPRD/02/2020**
Directorate: Human Resource Management

SALARY : R257 508 per annum (plus benefits)

CENTRE : Central Office, Johannesburg

REQUIREMENTS : Degree/National Diploma in Human Resource Management/Public Management/Public Administration/Policy Development with three (3) to five (5) years’ experience in Human Resource Management or a Grade 12/NQF 4 Certificate with 10 years’ experience in Human Resource Management. One (1) year experience in HR Policy Research and Development will serve as an added advantage. Driver’s license is mandatory. Knowledge of the Public Service Act, 103 of 1994, Basic Conditions of Employment Act, Public Service Regulations and PSCBC Resolutions etc. Ability to implement and interpret existing HR policies, basic research skills, planning and organisation skills. Analytical and problem-solving skills, creative and innovative skills. Good interpersonal and communication skills. Ability to prioritize work, manage project, work under pressure and meet deadlines. Good writing and editing skills. Ability to work without close supervision and display a high level of commitment. Must be computer literate. The prospective candidate must be willing to travel extensively around Gauteng Health facilities to monitor and conduct workshops on HR policies and practices.

DUTIES : Identify HR policy development needs and conduct research, benchmark HR policies against other departments for best practices, develop HR policies in line with government statutory frameworks. Provide HR policy workshops to all employees of the Gauteng Department of Health, develop a database for existing HR policies, assist with policy review process after certain timeframes, advise institutions and managers on the correct application of HR policies, conduct regular visits to institutions to monitor compliance and evaluate the implementation of HR policies, coordinate HR forums for purpose of information sharing, maintain good relations with policy stakeholders within the department, conduct investigations arising from HR policy implementation, gather statistics and compile HR policy reports on a monthly and quarterly basis, keep abreast of developments at DPSA on a weekly basis by visiting internet site. Accept greater responsibility and perform other important tasks as required by the unit. Take any lawful instruction from the supervisor.

ENQUIRIES : Mr. MN. Mdlolo or Mr. M. Malatjie Tel No: (011) 241-5611 or Tel No: (079) 894 5505

APPLICATIONS : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section
NOTE : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

CLOSING DATE : 28 February 2020

POST 06/86 : FINANCIAL CONTROLLER REF NO: TDHS/A/2020/03
Directorate: Financial Management( Reporting)

SALARY : R257 508 – R303 339 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year’s relevant experience. Other Skills/Requirements: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Revenue. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver’s license.

DUTIES : Reconciliations of transversal systems (BAS/Persal and BAS/Parking). BAS/Persal - Ensure that Payrolls are captured on Persal Summary Sheet. Ensure that BAS, Persal reports and Annexure B are completed correctly. Ensure that variances are explained and supporting documents attached (BAS and Persal reports). Ensure that reconciliations are submitted to Central Office monthly for review. Submit reconciliations with variances identified to Human Resource Management – District Office for corrections. Prepare Internal Control Sheet to monitor and report progress of incorrect staff establishment. Review Dashboard received from Central Office to ensure correction and completeness of reconciliations per facility and perform and submit necessary corrections. BAS/Parking – Reconcile Manual Register of allocated Parking with deductions on Persal. Identify variances and complete Parking Reconciliation. Prepare parking deductions per official per facility to reconcile with BAS. Capture totals per facility on reconciliation, identify variances and attached necessary supporting documents. Safekeeping of Basic Accounting records and face value documents. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor.

APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

CLOSING DATE : 28 February 2020

POST 06/87 : FINANCIAL CONTROLLER REF NO: TDHS/A/2020/04 (X1 POST)
Directorate : Hast-Finance(NPO Management)

SALARY : R257 508 – R303 339 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year’s relevant experience in Budget Management. Other Skills/Requirements: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver’s license.

DUTIES : The successful candidate will be responsible for compiling and monitoring of budget and the business plan for HAST programme. Compile monthly, quarterly and annual
expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality check all requisitions and ensure SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to NGOs, programme managers and institutions. Responsible for performance assessments and development of staff. Assist in preparing audit pack for internal and external audit purpose. Perform any other finance related functions as required by supervisor. Attend HAST provincial quarterly reviews meetings.

ENQUIRIES
Ms. Paultrina Kganyago Tel No: (012) 451 9099

APPLICATIONS
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE
Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE
28 February 2020

POST 06/88
ADMINISTRATION CLERK REF NO: FERH/CEO-01/2020 (X3 POSTS)
Directorate Office of the Chief Executive Officer

SALARY
R173 703 – R204 612 plus benefits plus benefits

CENTRE
Far East Rand Hospital

REQUIREMENTS
Grade 12 or equivalent with Computer Literacy. Minimum of 2 years administration experience. Must have sound interpersonal and communication skills and a caring attitude towards patients, relatives, staff members and external clients. Be able to work independently and under pressure. Must be prepared to relieve in and rotate to other sections of the hospital.

DUTIES
Admission of patients, proper records managements systems, management of queues. Recording of patients waiting times and proper direction of patients. Ordering and safe keeping of stationary. Monitoring and recording of facility assets. Capture information electronically and manually. File documents properly. Retrieve files as per request. Coordinate logistical arrangements for meetings and functions. Make copies and fax. Render auxiliary services to supervisory and professional personnel. Facilitate implementation of projects from the office of the Chief Executive Officer.

ENQUIRIES
Dr Mathaba, Tel No: (011) 812 8309

APPLICATIONS
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE
A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE
28 February 2020

POST 06/89
HUMAN RESOURCE CLERK REF NO: HRC/GDOH/04/19
Directorate: Human Resource Management

SALARY
R173 703 per annum (plus benefits)

CENTRE
Central Office, Johannesburg

REQUIREMENTS
Grade 12 Certificate. No experience required. Understanding of the Persal system. Understanding and the ability to interpret Regulations and Legislative frameworks related to Personnel and Administration (Recruitment and Selection). Good verbal and written communication skills. Excellent time management, 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. Be prepared to work long hours.

DUTIES
Recruitment and Selection: Advertising of posts, Shortlisting, Interviews, Appointments, Transfers, verification of qualifications, conducting vetting of newly appointed staff, secretariat functions at interviews. Deal with administrative aspects as required in the Recruitment and Selection unit. Document management and safe keeping of documents. Give support to line managers at Central Office and Institutions. Attend to recruitment and selection unit queries. Monitoring of adherence to
recruitment and selection policy of the department. Ensure that HRM policies and procedures are adhered to.

ENQUIRIES: Ms. P Murray Tel No: (082) 334 2329
APPLICATIONS: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

NOTE: 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

CLOSING DATE: 28 February 2020

POST 06/90: ADMINISTRATION CLERK REF NO: AD/HOD/01/2020
Directorate: Office of the HOD
SALARY: R173 703 per annum (plus benefits)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: A grade 12 certificate, computer literacy, typing skills, administrative skills, excellent verbal and written communication skills and telephone etiquette. A National Diploma in an admin related field will be an added advantage. Candidate must be able to work under pressure and have knowledge of Batho-Pele Principles. The incumbent will be required to be vetted.
DUTIES: The successful candidate will perform administrative tasks relating to general office functions such as filing and retrieval of records according to the National Archives Act and MISS requirements, answering the phone, making photocopies, writing basic memorandums, attending to all visitors of the office in a professional and efficient manner. Assist with meeting preparations in the office. Provide assistance to office personnel when required. Apply all policies and procedures applicable to the office and the department.
ENQUIRIES: Ms K. Nkuna Tel No: (082) 924 8098
APPLICATIONS: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
NOTE: 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”
CLOSING DATE: 28 February 2020

POST 06/91: ADMINISTRATION CLERK REF NO: AC/HS/02/2020 (X2 POSTS)
Directorate: Office of the DDG: Hospital Service
SALARY: R173 703 per annum (plus benefits)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: A Grade 12 Certificate. Computer literacy, typing skills, organisational/ administrative skills. Excellent verbal and written communication skills.
DUTIES: The successful candidate will perform routine and complicated administrative tasks relating to general office functions. Manage and maintain confidentiality of documents efficiently and effectively. Attend to all visitors, as well as internal and external stakeholders in an efficient and professional manner. Appropriately classify, file and maintain all relevant documentation for the Directorate. File documents in a way which
is orderly and enables easy access to information. Manage all administrative support processes in the office of the Director, which includes management of the manager’s electronic diary, manual and electronic filing and retrieving of all internal documents, policies and circulars through a system of information management. Allocate and track files for progress purposes. Schedule appointments, workshops and meetings. Make all necessary travel arrangements and bookings for meetings as well as management of all documents attached to such activities. Assist in the preparation of electronic presentations for the office. Answering and making telephone calls on behalf of the Directorate. Typing of letters, writing of basic letters, memorandums and reports and making photocopies. Apply and manage all policies and procedures applicable to the relevant directorate/office, including financial, human resources and procurement. Completion of all documents for payment of services offered to the directorate. Assist with compiling of monthly statistics. Any other administration duties as delegated from time to time by authorised personnel.

ENQUIRIES: Dr P. Mthethwa Tel No: (082) 920 2773
APPLICATIONS: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

NOTE: 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

CLOSING DATE: 28 February 2020
POST 06/92: ADMINISTRATION CLERK REF NO: AC/EH/02/2020
Directorate: Office of the Director: E-Health (ICT)

SALARY: R173 703 per annum (plus benefits)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: A Grade 12 Certificate. Computer literacy, typing skills, organisational/administrative skills. Excellent verbal and written communication skills.
DUTIES: The successful candidate will perform routine and complicated administrative tasks relating to general office functions. Manage and maintain confidentiality of documents efficiently and effectively. Attend to all visitors, as well as internal and external stakeholders in an efficient and professional manner. Appropriately classify, file and maintain all relevant documentation for the Directorate. File documents in a way which is orderly and enables easy access to information. Manage all administrative support processes in the office of the Director, which includes management of the manager’s electronic diary, manual and electronic filing and retrieving of all internal documents, policies and circulars through a system of information management. Allocate and track files for progress purposes. Schedule appointments, workshops and meetings. Make all necessary travel arrangements and bookings for meetings as well as management of all documents attached to such activities. Assist in the preparation of electronic presentations for the office. Answering and making telephone calls on behalf of the Directorate. Typing of letters, writing of basic letters, memorandums and reports and making photocopies. Apply and manage all policies and procedures applicable to the relevant directorate/office, including financial, human resources and procurement. Completion of all documents for payment of services offered to the directorate. Assist with compiling of monthly statistics. Any other administration duties as delegated from time to time by authorised personnel.

ENQUIRIES: Ms. O Molema Tel No: (082) 550 4396
APPLICATIONS: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

NOTE: 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of
applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”

CLOSING DATE: 28 February 2020

POST 06/93: ADMIN CLERK COMMUNICATION – MEDIA LIAISON REF NO: TDHS/A/2020/05
Directorate: Chief Director Communication

SALARY: R173 703 – R204 612 per annum
CENTRE: Tshwane District Health Services
REQUIREMENTS: A 3-year Degree or National Diploma in Communication/Journalism/Marketing/Public Relations/Media plus Grade12 valid Driver’s License with two years relevant experience
Other Skills/Requirements: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Public Service Resolutions, Computer literacy, problem solving skills, creativity, good interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.

DUTIES: Writing articles for internal newsletter and website. Conduct daily media monitoring, analysis & archiving clippings. Ensure effective and accurate media coverage for the departmental events and other activities. Develop and update media database regularly. Assist in managing official social media platforms. Draft invitations, posters, flyers for events, campaigns and imbizo’s. Produce memos, notices and circulars for internal and external stakeholders. Photography expertise is vital. Managing events e.g. research conferences, imbizos, roadshows, campaigns and health days. Assist in the drafting of a communications and media strategy. Branding of internal and external events. Coordinate clinic committees and key stakeholders. Briefing of suppliers and procuring of communication’s material and equipment. Perform any other duties within communication directorate as requested by the manager.

ENQUIRIES: Mr S Mahlo Tel No: (012) 451 9060
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.

CLOSING DATE: 28 February 2020

POST 06/94: DENTAL ASSISTANTS REF NO: TDHS/A/2020/06 (X4 POSTS)
Directorate: Oral Health

SALARY: R168 429 – R192 576 per annum
CENTRE: Tshwane District Health Services
REQUIREMENTS: Appropriate qualification (Diploma) that allows required registration with the Health Professions Council (HPCSA) as a Dental Assistant. A valid driver’s licence is essential. 1-3 years experience in dental assisting.


ENQUIRIES: Dr SK Reinprecht Tel No: (012) 451 9290
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), completed fully and signed, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 28 February 2020
POST 06/95: DENTAL ASSISTANT GRADE I OR II (X2 POSTS)
Directorate: University of Pretoria Oral Health Centre

SALARY: R168 429 – R230 238 per annum (Plus benefits)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Grade 12 Certificate or equivalent qualification. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Problem solving skills. Ability to work in a team and under pressure, self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate and work collaboratively with the multidisciplinary team and other stakeholders. Computer literacy will be an added advantage. 5 years’ experience in dental assisting is essential.
ENQUIRIES: Ms. GE Khumalo Tel No: (012) 319 2644
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.
NOTE: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
CLOSING DATE: 28 February 2020

POST 06/96: HEALTH PROMOTER REF NO: TDHS/A/2020/07 (X13 POSTS)
Directorat: Health Promotion

SALARY: R145 281 - R171 138 per annum
CENTRE: Tshwane District Health Services:
- Mamelodi (X3 Posts)
- Hammanskraal (X2 Posts)
- Soshanguve (X4 Posts)
- Mabopane/Garankuwa (X1 Post)
- Atteridgeville (X1 Post)
- Pretoria West (X1 Post)
REQUIREMENTS: Grade 12 with a valid driver’s licence and proven community work experience as an intern within the Department of Health, working with communities or as a community worker within an Non Government Organisation, Community based Organisation or Faith Based organisation. Other Skills/Requirements: The candidate should be an excellent communicator and public speaker. Should be able to speak the local languages. Be able to write reports.
DUTIES: Give health education and public talks at a Health Facility and in various community settings e.g. Schools, churches and community halls. Facilitate community dialogues on healthy lifestyles. Establish physical activity groups in the community. Implement community projects and campaigns. The candidate should be willing to work on public holidays, weekends and after hours.
ENQUIRIES: Mr M. Masubelele Tel No: (012) 451 9047
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE: 28 February 2020
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: 28 February 2020 (Applications received after this date will not be accepted).

NOTE: To Applicants: 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 will be subjected to a technical exercise for SMS 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHelon

POST 06/97: DIRECTORATE: FINANCIAL ACCOUNTING REF NO: 1/2020 (F)

SALARY: R1 057 326 - R1 245 495 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 Financial Management or related qualification coupled with 5 years’ experience at a middle/senior managerial level within the financial management environment. Knowledge of understanding and application of financial management prescripts that guide Traditional councils will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of financial management prescripts and prescripts that guide Public sector, Knowledge of PFMA, Understanding of Traditional Institution, Knowledge of departmental polices and guidelines, Audit and financial management skills, Management and strategic planning skills, Decision making, project planning and work analysis skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid driver’s license.

DUTIES: The successful candidate will be required to manage an integrated financial administration service with the following key responsibilities: Manage the financial systems and accounting of the department and traditional institutions, Provide an integrated financial administration services ensuring accountability and clean administration, Ensure a comprehensive payment administration system, Manage the preparation and production of financial statements and other reports as required, Manage the development and implementation of policies, Ensure effective and efficient management of resources of the Directorate.

ENQUIRIES: Ms Y Joli at Tel No: (033) 3953085

DEPARTMENT OF HEALTH

It is the Department’s intention to promote equity (race, gender and disability) through the filing 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.
ERRATUM: Kindly note that the post of Professional Nurse General with Ref No: 01/2020 (For Madadeni Hospital) advertised in Public Service Vacancy Circular 05 dated 07 February 2020, was advertised with incorrect notches. The correct notches should be: Grade 1: R256 905 – R297 825 per annum, Grade 2: R315 963 – R362 865 per annum and Grade 3: R383 226 – R485 475 per annum.

OTHER POSTS

POST 06/98 : HEAD OF CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY REF NO: HCU 01/2020 (X1 POST)

SALARY : R1 728 807 – R1 834 890 per annum (An all-inclusive package) is payable to the successful candidate who will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post, plus Inhospitable Area Allowance of 18% and Commuted Overtime The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits 18% Inhospitable Rural Allowance of Basic Salary, commuted overtime, the all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Ladysmith Hospital

REQUIREMENTS : Grade 12/ national senior certificate. Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology PLUS Current registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology (2020) PLUS a minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology NB: Proof Of Current/Previous Certificates Of Service Endorsed By Human Resource Department. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the Obstetrics & Gynaecology discipline. Ability to perform basic laparoscopic surgery. Ability to work in a team and under pressure. Excellent administrative and research skills. Good communication skills. Research and organizational ability. Commuted overtime contract is compulsory, as well as ability to work after-hours. Ability to supervise and teach junior staff. Conflict management. Management skills.

DUTIES : Running the Department of Obstetrics and Gynaecology in an effective manner. Provision of Quality cost effective 24 hours Obstetrics and Gynaecology service in keeping with Batho- Pele Principles. Responsible for training and guidance of Medical Officers, Medical Interns, Community Service MedicalOfficers, Medical Students and other categories in the department of Obstetrics and Gynaecology. Ensure that the department is compliant to National Core Standards. Maintain accurate and appropriate medical records in accordance to Legal and Ethical requirement. Coordinate and compile Medico Legal reports and attend to all legal issues pertaining to the Department of Obstetrics and Gynaecology. Ensure the rational use of resources (medical/surgical sundries and equipment Develop Operational Plans, Quarterly and Annual Report of the Department. Ensure accuracy of the statistics. Manage the recruitment of doctors in the Department of Obstetrics and Gynaecology, Compliance to PMDS policy); sign performance management and development system with doctors and monitor their professional conduct. The incumbent is expected to avail oneself as needed, collaborate with other sections with focus on paediatrics and child health, promote teamwork, and implement efficient outreach services at least once a month to district health clinics and hospitals Perform Clinical Audits. Conduct Departmental Mortality and Morbidity meetings. Liaise with the cluster stakeholders and ensure efficient sub cluster outreach to district Hospital. Participation in commuted overtime is Mandatory.

ENQUIRIES : Dr. M. Pule Tel No: (036) 637 2111

APPLICATIONS : Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.

CLOSING DATE : 13 March 2020

POST 06/99 : MEDICAL SPECIALIST - OBSTETRICS AND GYNAECOLOGY REF NO: SPEC 02/2020 (X2 POSTS)

SALARY : Grade 1: R1 106 040 – R1 173 390 per annum (All inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum (All inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum (All inclusive package)
Other Benefits: 18% Inhospitable Rural Allowance of Basic Salary, commuted overtime, the all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Ladysmith Hospital
REQUIREMENTS: Grade 1: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA. Grade 2: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA and 5 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Grade 3: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA and 10 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the Obstetrics & Gynaecology discipline. Good operative skills to carry out advanced clinical services. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills.

DUTIES: Training of undergraduate and post graduate medical students. Participate in formal teaching as required by the Department. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient clinics and provide expert opinion. Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to Ladysmith Hospital.

ENQUIRIES: Dr. M. Pule Tel No: (036) 637 2111
APPLICATIONS: Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.
CLOSING DATE: 13 March 2020

POST 06/100: MEDICAL SPECIALIST – PSYCHIATRY REF NO: SPEC 04/2020

SALARY: Grade 1: R1 106 040 – R1 173 390 per annum (All inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum (All inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum (All inclusive package)
Other Benefits: 18% Inhospitable Rural Allowance of Basic Salary, commuted overtime, the all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE: Ladysmith Hospital
REQUIREMENTS: Grade 1: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA. Grade 2: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA and 5 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Grade 3: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA and 10 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the Psychiatry discipline. Good operative skills to carry out advanced clinical services. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills.

DUTIES: Training of undergraduate and post graduate medical students. Participate in formal teaching as required by the Department. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient clinics and provide expert opinion. Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to Ladysmith Hospital.

ENQUIRIES: Dr. M.E. Pule Tel No: (036) 637 2111
APPLICATIONS: Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.
CLOSING DATE: 13 March 2020

POST 06/101: MEDICAL SPECIALIST – SURGERY REF NO: SPEC 04/2020

SALARY: Grade 1: R1 106 040 – R1 173 390 per annum (All inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum (All inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum (All inclusive package)
Other Benefits: 18% Inhospitable Rural Allowance of Basic Salary, commuted overtime, the all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE: Ladysmith Hospital
**REQUIREMENTS**

Grade 1: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA. Grade 2: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA and 5 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Grade 3: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA and 10 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the Psychiatry discipline. Good operative skills to carry out advanced clinical services. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills.

**DUTIES**

Training of undergraduate and post graduate medical students. Participate in formal teaching as required by the Department. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient clinics and provide expert opinion. Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to Ladysmith Hospital.

**ENQUIRIES**

Dr. M.E. Pule Tel No: (036) 637 2111

**APPLICATIONS**

Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.

**CLOSING DATE**

13 March 2020

**POST 06/102**

**MEDICAL SPECIALIST – PAEDRIATRIC REF NO: SPEC 01/2020**

**SALARY**

Grade 1: R1 106 040 – R1 173 390 per annum (All inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum (All inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum (All inclusive package)

Other Benefits: 18% In hospitable Rural Allowance of Basic Salary, commuted overtime, the all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE REQUIREMENTS**

Grade 1: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA (2020). Grade 2: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA (2020) and 5 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Grade 3: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA (2020) and 10 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the Psychiatry discipline. Good operative skills to carry out advanced clinical services. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills.

**DUTIES**

Training of undergraduate and post graduate medical students. Participate in formal teaching as required by the Department. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient clinics and provide expert opinion. Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to Ladysmith Hospital.

**APPLICATIONS**

Hand Delivered To: 36 Malcolm Road Ladysmith 3370

**ENQUIRIES**

Dr. M.E. Pule Tel No: (036) 637 2111

**CLOSING DATE**

13 March 2020

**POST 06/103**

**MEDICAL SPECIALIST: RADIOLOGY REF NO: RKK M 06/2020 (X3 POSTS)**

**SALARY**

Grade 1: R1 106 040 per annum. All-inclusive salary package (commuted overtime is compulsory).
Grade 2: R1 264 623 per annum. All-inclusive salary package (commuted overtime is compulsory)

**CENTRE REQUIREMENTS**

Grade 1 Minimum requirement appropriate qualification MBCHB Degree Plus current registration with HPCSA as a Specialist in Radiology. Grade 12 certificate. Registration
certificate as Specialist with HPCSA. **Grade 2** the minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology. Grade 12 certificate. Proof of current registration with HPCSA 2019. Sound knowledge and experience of Radiology modalities, procedures and protocols. Good verbal and written communication skills and interpersonal skills.

Sound teaching and supervisory abilities. Ability to function independently and perform CT and ultrasound guided procedures. A concern of excellence. Quality awareness. The ability to function in multi-disciplinary team.

**DUTIES**

- Assist the Head Clinical Unit to ensure an optimal Radiological service is provided. Assist the Head Clinical Unit in the development of management protocols/policies for Department. Organize, prepare and chair interdepartmental clinical radiology meetings. Provide outpatient, inpatient and outreach radiology services. Assist with quality improvement initiatives including clinical audits and continuous professional development activities. Participate in the training of registrars/ medical officers and promote ongoing staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department.

**APPLICATIONS**

- Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department 2nd floor Recruitment Officer Room no.

**FOR ATTENTION**

- Human Resource Manager

**NOTE**

Applications should be submitted on form Z83from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost.

**CLOSING DATE**

- 28 February 2020 16:00 afternoon

**POST 06/104**

- **MEDICAL SPECIALIST** - (GRADE 1, 2, 3) REF NO: GS 8/20

**Component – Ophthalmology**

**SALARY**

- Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime
- Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime
- Grade 3: R1 467 651 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime

**CENTRE**

- Greys Hospital, PMB Metropolitan Hospitals Complex

**REQUIREMENTS**

- Specialist qualification in Ophthalmology or equivalent specialist qualifications. Current registration with the Health Professions Council of South Africa as a specialist in Ophthalmology. **Grade 1**: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2**: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3**: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage.

**DUTIES**

- Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. After hour calls are offered at an average of 16 hours per
ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 06/105
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE

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

Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 8/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

28 February 2020

ASSISTANT MANAGER: PHARMACEUTICAL SERVICE REF NO: PHARM 01/2020 (X2 POSTS)

Component: Pharmacy

R897 936 - R1 042 095 per annum (all-inclusive package consists of 70% basic salary and 30% flexi portion) PLUS Inhospitable Rural Allowance (12% of basic salary)

Matric/Senior Certificate/Grade 12. Bachelor Degree in Pharmacy. Proof of current registration with SAPC as a Pharmacist (registration card plus proof of payment of annual fees for 2020/ receipt). Minimum of three (3) years’ experience after registration with SAPC as a Pharmacist. Valid driver’s license. Certificate of Service to prove current and previous work experience endorsed by Human Resource Recommendations: Computer literacy. Knowledge of Rx solution Stock Management System Knowledge, Skills, Training and Competencies: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District. Health System, EML, Good Pharmacy Practice, policies and procedures, the National Drug Policy. Sound understanding of Procurement reforms and the CCMDD program. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Sound knowledge of the District Health System and National Drug Policy. Good communication, leadership, motivational, decision-making, team-building, ethical, operational, professional and supervisory skills. Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial. Stewardship. Knowledge of Human Resource Management, staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organisational, managerial and interpersonal skills. Computer literacy, (MS Word, MS Excel, MS PowerPoint and Ms Outlook) as well as knowledge and experience in RX Solution.

Supervise, oversee and manage the pharmaceutical services at the institution and associated clinic. 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 Pharmacovigilance activities and develop systems for ADR reporting. Support Human Resource Development and training of Pharmacists, pharmacy support personnel and other health professionals. Implement in-patient Pharmaceutical Care services. Work as part of a multi-disciplinary team and provide secretarial duties to the Pharmacy and Therapeutic Committee (PTC). Execute control over expenditure of pharmaceutical and related products. Provide a consultative pharmaceutical service to other health professional and patients.

Dr CH Kruse Tel No: (033) 897 3072

Dr M.E Pule Tel No: (036) 6372111

Equity Target: African Male

Validity of Application from 13 March 2020 to 13 March 2020
POST 06/106 : ASSISTANT DIRECTOR: PHARMACEUTICAL SERVICES REF NO: MAN04/2020 (X1 POST)

SALARY : R897 936 per annum. All-inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules Plus 17 % ISRDS NODE /Rural Allowance.

CENTRE REQUIREMENTS : Manguzi Hospital

Senior Certificate A Bachelor of Pharmacy Degree/Diploma Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist, plus five years’ experience after registration with the SAPC as a Pharmacist. Minimum of three (3) years managerial experience in Pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmacy Supervisor or delegated position Current registration (2020) with the SAPC as a Pharmacist A certificate of service obtained from the HR Department must be attached. Recommendation Driver’s License Code B (08) Knowledge, Skills, Training And Competencies Required

Extenive knowledge of Public sector Pharmacy, as well as relevant acts, regulations, the District Health System, the EDL, Good Pharmacy Practice, policies and procedures, the National Drug Policy Knowledge of and experience in the management of an outpatient, inpatient service and Pharmacy store. Sound planning communication, interpersonnal, problem-solving, management, leadership and Organizational skills. Knowledge of the Principles of drug therapy and the functions and operations of a Drug and Therapeutics Committee. Sound knowledge of Good Manufacturing Practice, budget control; and experience in internal and external ordering procedures. Knowledge of the Principles of Drug Supply Management and good Clinical Practice. Experience in managing Human Resource matters, training and financial management Knowledge and skills in managing quality improvement programmes. Ability to work independently and as part of a team with other role-players. Computer literacy, including stock control program Rx solutions.

Register as the Responsible Pharmacist with the Pharmacy Council Leadership of the relevant section including financial management, budgetary control, drug supply management and Human Resource management (training, orientation, discipline, Performance management, monitoring and evaluation). Devise protocols, procedures and guidelines for an efficient and cost-effective pharmaceutical service. Implement and monitor policies and procedures for staff and sections under your control Drug supply management: Manage and supervise the selection, procurement, storage, distribution, and utilization of all pharmaceuticals including manufacturing and pre-packs. Ensure effective monitoring, management and communication of out of stock pharmaceuticals. Perform regular stock takes and financial reports according to requirements and legislation Monitor and report on feeder clinics expenditure Exercise control over expenditure and budget utilisation and ensure non-wastage of pharmaceuticals and other resources Maintain accurate records and statistics. Compilation and presentation of data and statistics for management purposes, research and reporting purposes. Engage in effective communication with health care workers, patients and caregivers. Provide medicine information, counselling and education healthcare professionals and patients. Assist in providing and supervising of training programmes (Community Service Pharmacist, Pharmacist and Pharmacy Assistant trainees) Pharmaceutical support to wards, departments and clinics attached to Manguzi Hospital, with scheduled compliance checks. Participation in Quality Improvement Programmes, Pharmacy and Clinical Audits Ensure that Pharmacy department and clinics complies to National Core standards requirements Manufacture, compound and reconstitute sterile and non-sterile pharmaceutical products Be willing to work additional hours if necessary.

DUTIES : must be submitted: : Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83.Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. 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/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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the

ENQUIRIES : Dr. M.Blaylock Tel No: (035) 5920150

APPLICATIONS : should be forwarded to: Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanashe 3973

NOTE : Directions To Candidates:-The following documents must be submitted:-Application for
DEPUTY NURSING MANAGER REF NO: DNM/NUR/2020

SALARY: Grade 1: R843 618 per annum Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements). Uniform Allowance.

CENTRE: Addington Hospital: KwaZulu-Natal

REQUIREMENTS:
- Identity document. Degree/Diploma in General Nursing and Midwifery. Registration certificate with SANC as a Professional Nurse & Midwife. Degree/Diploma in Nursing Management. Nursing Management Registration certificate with SANC. Current annual registration as a Professional Nurse with SANC 2020. Certificates of service proving a minimum of nine (9) years’ experience as a Professional Nurse PLUS at least four (4) years of the nine (9) years must be at Management Level and endorsed by Human Resource Department. Certificates of service from past employment is also required. An updated Curriculum Vitae must also be attached stating relevant experience and indicating mobile number and email address. And In-Service applicants are required to produce SAQA verification of qualification’s which is obtainable from the Human Resource Department (if applicable). Valid Code EB (8) driver’s license. Recommendations: Computer Literacy. Four (4) years or more recognisable experience at Management level. Experience of working at a large multidisciplinary facility will be an added advantage. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a professional nurse with the SANC in general nursing and midwifery. At least 4 years of the period referred to above must be appropriate/recognisable experience at Management level. Knowledge, Skills and Competencies Required: Working knowledge of Public Services Policies, legislation and Regulations. Knowledge of nursing care policies and procedures, statutory regulations and guidelines – including Nursing Act, OHS Act. Mentorship, Supervisory skills. Good verbal and written communications skills. Knowledge of Legislation including Labour Relations-disciplinary and grievance procedures. Broad knowledge of Nursing Management. Knowledge of financial planning and management practices. Decision making and problem solving.

DUTIES:
- Provide strategic leadership and direction within the Nursing component. Facilitate implementation of policies, programs, practices, procedures and standards pertaining to Nursing care. Plan, manage, co-ordinate, monitor and evaluate quality patient care through management and control of nursing care programs. Ensure compliance with National Core Standards. Co-ordinate, facilitate and implement quality improvement initiatives. Ensure control of recruitment, selection and retention of nursing staff. Facilitate training and development for Nursing staff. Ensure proper management of disciplinary matters, grievances and Labour issues. Establish, maintain and participate in multidisciplinary teams to provide efficient and effective health care. Manage and utilize human and material resources cost effectively in accordance with relevant directives and legislation. Information management including utilization of statistics in change management. Exercise duties and functions proficiently in support of aims and strategic objectives of the hospital and the Department of Health. Advise hospital management team on Nursing Practice standards. Collaborate with and support senior management, district management and other Institutions.

ENQUIRIES: Dr M Ndlangisa Tel No: (031) 327 2970

APPLICATIONS: All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission.
Employment Equity: Preference will be given to the following:

- A Medical Practitioner OR
- Any person with disability

NOTE

APPLICATIONS

ENQUIRIES

DUTIES

REQUIREMENTS

SALARY

POST 06/108

MEDICAL OFFICER GRADE 1, 2, 3 REF NO: RVH 01/2020 (X2 POSTS)

Grade 1: R821 205 - R884 670 per annum
Grade 2: R938 964 - R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum

Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 22% Rural Allowance.

Rietvlei District Hospital

Grade 1: Senior Certificate MBCHB degree or equivalent qualification Proof of current registration with HPCSA (2019 Receipt) Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner OR 1 year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Qualified applicants will be liable for the performance of commuted overtime as per the roster. Certificate of service endorsed by your Human Resources Department Proof of experience (not certificate of service) from previous and current employer endorsed and stamped by HR must be attached.

Grade 2: Requirements: Senior Certificate MBCHB degree or equivalent qualification Proof of current registration with HPCSA (2019 Receipt) Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner plus 5 years’ experience after registration with the HPCSA as a Medical Practitioner OR 6 years’ experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Qualified applicants will be liable for the performance of commuted overtime as per the roster. Certificate of service endorsed by your Human Resources Department Proof of experience (not certificate of service) from previous and current employer endorsed and stamped by HR must be attached.

Grade 3: Requirements Senior Certificate MBCHB degree or equivalent qualification Proof of current registration with HPCSA (2019 Receipt) Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner plus 10 years’ experience after registration with the HPCSA as a Medical Practitioner OR 11 years’ experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Qualified applicants will be liable for the performance of commuted overtime as per the roster. Certificate of service endorsed by your Human Resources Department Proof of experience (not certificate of service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills And Competencies Knowledge of health care system and medical ethics Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solver Excellent human, communication and leadership skills.

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care. Individuals patients to allow for continuity of care. Maintain accurate health records in accordance with ethical considerations. Train and guide staff and health associated professionals. Actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained. Attend to administrative matters as required. Perform commuted overtime.

ENQUIRIES

APPLICATIONS: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford’s Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital

NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months.
DUTIES
Medical care of patients: Dermatology – This is a post for care of out- and in-patients with dermatological conditions. Rotations through other medical sub-disciplines may be required, depending on the relative needs of the Departments of Dermatology and Internal Medicine. Level of care required – Medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Overtime requirements – After-hours work in the Departments of Internal Medicine and/or Dermatology will be required, depending on the needs of the Departments of Dermatology and Internal Medicine. Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health facilities, which may include rotations in Dermatology at facilities within the Pietermaritzburg metropole. Outreach Dermatology services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department of Dermatology and/or Internal Medicine e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assists and participates in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for

CLOSING DATE: 28 February 2020

POST 06/109: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 9/20
Component – Dermatology

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

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

CENTRE
Greys Hospital, Pietermaritzburg Complex

REQUIREMENTS
MBChB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment. Recommendation Experience in Dermatology. A documented specific interest in Dermatology Dermatology outreach. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPSCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years’ experience after registration with the HPSCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

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

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

Closing Date: 28 February 2020

Post 06/109: Medical Officer (Grade 1, 2, 3) Ref No: GS 9/20
Component – Dermatology

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

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

Centre: Greys Hospital, Pietermaritzburg Complex

Requirements: MBChB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment. Recommendation Experience in Dermatology. A documented specific interest in Dermatology Dermatology outreach. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPSCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years’ experience after registration with the HPSCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

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

ENQUIRIES : Dr. AV Chateau Tel No: (033) 897 3177
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mr KB Goba
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 8/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). 

CLOSING DATE : 28 February 2020
POST 06/110 : MEDICAL OFFICER (INTERNAL MEDICINE) GRADE1-3 REF NO: MO/INTEMED 01/2020 (X3 POSTS)

SALARY : Grade 1: R821 205 - R 884 670 per annum (all-inclusive package)
Grade 2: R938 964 - R 1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 - R1 3 62 366 per annum (all-inclusive package)
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules
Other Benefits In-Hospital Area Allowance (18% of basic salary) Commuted overtime (conditions apply) /the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE : Prince Mshiyeni Memorial Hospital – Paediatrics
REQUIREMENTS : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner).Proof of current registration as a Medical Practitioner with HPCSA. Experience: Medical Officer Grade 1: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 3: 10 year’s registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES : Dr MA Hlophe Tel No: (031) 907 8265
Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mbeni, 4060.

Mrs TZ Makanya

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

28 February 2020

MEDICAL OFFICER (SURGERY AND TRAUMA) GRADE 1-3 REF NO: MO/SURG 01/2020 (X5 POSTS)

Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 - R1 3 62 366 per annum (all-inclusive package)

All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other benefits include: In-Hospital Area Allowance (18% of basic salary) Commuted overtime (conditions apply), the incumbent in the post would be required to enter into performance contract for commuted overtime.

Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mbeni, 4060.

Mrs TZ Makanya

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

28 February 2020

ASSISTANT DIRECTOR: MEDICO-LEGAL MORTUARY REF NO: UGU 01/2020

R470 040 per annum (Level 10)

An appropriate National Diploma/Bachelor’s Degree in Health Sciences/Public Administration/Management/Public Management; 3 years supervisory experience in related field, A valid driver’s license, Sound knowledge and experience of mortuary and its operation, Good communication skills (oral and written), Good organizing, planning and supervisory skills, Knowledge of Legislation: - Access to information Act, PFMA, Inquest Act, Knowledge of Occupational Health and Safety Act, High level of integrity, Computer literate, Presentation, problem solving, leadership and strategic planning skills.
DUTIES : To manage and administer the mortuary facility with a view to provide effective public service. To ensure the effective and efficient economical management and utilization of resources in the component, including the development of personnel. To provide technical advice to the District Director, Forensic Principal Technical advisor and quarterly reports and assist with health services planning. To give evidence in court as and when required. To provide assistance to other mortuary facilities / managers in cases of natural disaster and major accidents.

ENQUIRIES APPLICATIONS : Mrs L.V. Sakyiamah Tel No: (039) 688 3000

FOR ATTENTION CLOSING DATE : Mrs T. Madlala

POST 06/113 : 13 March 2020

CLOSING DATE : 28 February 2020

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.
OPERATIONAL MANAGER GENERAL GRADE 1 SURGICAL REF NO: NURS 01/2020

**POST 06/114**

**REQUIREMENTS**


**DUTIES**

Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Supervise staff under your control. 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 / wards and report to nursing management. Promote and monitor the implementation of IP&C strategies in the unit. Ensure quality Data management and utilization.

**APPLICATIONS**

Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.

**NOTE**

Equity Target: African Male

**CLOSING DATE**

13 March 2020

OPERATIONAL MANAGER NURSING – HAST UNITY REF NO: PSH 09/20 (X1 POSTS)

**POST 06/115**

**REQUIREMENTS**

Matric certificate. Degree/Diploma in General Nursing and midwifery Certificate/Diploma in HIV Management or HIV/AIDS Counseling. Registration with South African Nursing Council as a registered nurse and midwife/accoucher SANC. Receipt for 2020 (eRegister certificate will be accepted) Not Bank Deposit Slip A minimum of 7 years appropriate/recognizable experience in nursing after registration as a General Nurse. Proof of Computer literacy Attach proof of working experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Knowledge, Skills And Experience Knowledge of Nursing care delivery approaches. Ability to formulate patient care related policies Good communication, leadership, and problem-solving, negotiation and inter-personal skills. Ability to encourage team work. Sound planning, educational/presentation and organization skills networking, liaison and counseling skills. Basic financial management skills and all health legislation Knowledge and experience of public service policies and legislation governing health care service delivery. Knowledge of National core Standards and other relevant public service programmes.

**DUTIES**

Provide effective management and professional leadership in the HAST unit. Strengthen implementation of health care service delivery policies, procedures and protocols in relation to HIV and AIDS National Strategic Plan. Facilitate, monitor and evaluate the implementation of program plans, targets and program development.

**SALARY**

Grade 1: R444 276 – R500 031 per annum
Grade 2: R515 040 - R579 696 per annum
Other Benefits: 13th cheque, 8% inhospitable rural allowance, Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements).

**CENTRE**

Ladysmith Regional Hospital

**ENQUIRIES**

Mrs. T.M. Buthelezi Tel No: (036) 637 2111

**APPLICATIONS**

Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.

**NOTE**

Equity Target: African Male

**CLOSING DATE**

13 March 2020

**SALARY**

R444 276 per annum. Other benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements).

**CENTRE**

Port Shepstone Regional Hospital

**ENQUIRIES**

Mrs. T.M. Buthelezi Tel No: (036) 637 2111

**APPLICATIONS**

Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.

**NOTE**

Equity Target: African Male

**CLOSING DATE**

13 March 2020

**SALARY**

R444 276 per annum. Other benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements).

**CENTRE**

Port Shepstone Regional Hospital

**ENQUIRIES**

Mrs. T.M. Buthelezi Tel No: (036) 637 2111

**APPLICATIONS**

Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.

**NOTE**

Equity Target: African Male

**CLOSING DATE**

13 March 2020
activities. Facilitate and conduct monthly meetings and nerve centre meetings. Support the implementation of HAST programs within the institution. Ensure efficient data and information management with daily, weekly and monthly verification. Plan and ensure implementation of staff development programs. Implement National core standards and ideal hospital Realization. Ensure proper and cost-effective utilization of all resources. Evaluate patient care programmes and make proposals for improvement. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Take charge ship of the hospital after - hours, weekends and public holidays in the absence of senior management. Maintain client satisfaction through setting and monitoring of service standards. Plan and participate in all outreach programs in relation to HIV/AIDS and TB including non-communicable diseases. Report all programs and staff related matters to Assistant Nursing manager.

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CLOSING DATE
POST 06/116
RADIOGRAPHER: GRADE 1: REF NO: HRM 04/2020 (X1 POST)
Directorate: X-Ray Dept of Nuclear Medicine

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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** : 28 February 2020

**POST 06/117** : ULTRASONOGRAPHER GR 1, 2 & 3 REF NO: PSH 05/20 (X1 POST)

**SALARY**
- Grade 1: R395 703 per annum & 17% rural allowance
- Grade 2: R466 119 per annum & 17% rural allowance
- Grade 3: R549 066 per annum & 17% rural allowance

**CENTRE**
- Port Shepstone Hospital

**REQUIREMENTS**

- Senior certificate. National Diploma/Degree in radiography (Ultrasound), Registration certificate with HPCSA as Independent Practitioner. Completion of community service. Current HPCSA Registration 2020. N.B: (Proof of experience detailing experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). **Grade 1:** Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One(1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Experience: Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

**Knowledge, Skills and Competencies Required**

**DUTIES**
- Provide high quality ultrasound services. Give factual information to patients. Execute all clinical procedures competently to prevent complications. Inspect and use equipment to ensure compliance with safety standards. Compile reports and statistics. Provide education on patient’s conditions whilst upholding patient’s rights. Participate in Quality Assurance Programme. Participate in EPMDS. Promote Batho Pele Principles in the execution of duties for effective service delivery. Assist with ultrasound patient bookings. Provide training, guidance and supervision to junior staff. Perform other duties as per delegation by radiography management.

**ENQUIRIES**
- Dr PB Dlamini Tel No: (039) 688 6147 or Mr. JP Jwara Tel No: (039) 688 6154

**APPLICATIONS**
- Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

**FOR ATTENTION**
- Mr. ZM Zulu

- Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, MBChB qualification. Certified copy of Specialist qualification/ equivalent. Certified copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the
NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

**CLOSING DATE**: 28 February 2020

**POST 06/118**: ULTRASOUND RADIOGRAPHER - SPECIALTY – GRADE 1, 2 OR 3 REF NO: RADIOLOGY 01/2020

**SALARY**:
- Grade 1: R395 703 - R445 758 per annum
- Grade 2: R466 119 – R532 959 per annum
- Grade 3: R549 066 – R591 510 per annum

Other Benefits: 12% Inhospital Rural Allowance of Basic Salary

**CENTRE**: Ladysmith Regional Hospital

**REQUIREMENTS**: Senior certificate (Grade 12) or equivalent qualification. An appropriate National Diploma/Degree in Ultrasound. Registration with the S.A. Health Professionals Council as an Ultrasound Radiographer. Current registration with HPCSA as a practicing Ultrasound Radiographer (2020). Grade 1: Four (4) years appropriate experience after registration with the Health Profession Council of South Africa (HPCSA). Grade 2- minimum of 10 years appropriate experience after registration as an Ultrasound Radiographer with the HPCSA. Grade 3- minimum of 20 years appropriate experience after registration as an Ultrasound Radiographer with the HPCSA. Applicants with a four (4) year Radiography Speciality qualification (not in possession of Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training, And Competencies: Sound knowledge of obstetrics & gynaecology, general, cardiac and vascular ultrasound procedures and equipment. Basic knowledge of musculoskeletal ultrasound. Sound report writing and administrative skills. Computer literacy. Knowledge of relevant Health and Safety Acts & infection control measures. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to work autonomously.

**DUTIES**: To provide high quality ultrasound service according to patient needs. Correct interpretation and reporting of ultrasound scans. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures competently to prevent complications. To perform reception, clerical duties as required. To compile reports as required in working environment. To contribute to the overall running of ultrasound services. To comply with and promote Batho Pele principles. To inspect and utilize equipment professionally and thus ensure compliance with safety regulations. To participate in quality improvement programs.

**ENQUIRIES**: MR. B. Mbana Tel No: (036) 6372111

**APPLICATIONS**: Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370

**CLOSING DATE**: 13 March 2020

**POST 06/119**: RADIOGRAPHER – NUCLEAR MEDICINE REF NO: RADNUCMED/1/2020 (X1 POST)

**Department**: Nuclear Medicine

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

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**: Diploma or Bachelor degree in Nuclear Medicine Radiography. Current registration with the Health Professions Council of South Africa as a Nuclear Medicine Radiographer. A minimum of one year clinical experience in Nuclear Medicine will be an advantage. Experience: Grade 1: Four (4) years appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. Grade 2: Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as Nuclear Medicine Radiographer. Grade 3: Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Nuclear Medicine Radiographer. Knowledge, Skills, Training and Competence Required: Sound knowledge of nuclear medicine procedures and equipment. Ability to work independently and in a team. Good verbal and written communication skills. Sound
DUTIES: Co-ordinate and undertake nuclear medicine radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in/perform complex nuclear medicine procedures including PET studies. Supervise in-service training of students and/or radiographers. Supervise subordinates and/or other support personnel within the department. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Play an important role concerning discipline, counselling and guidance to junior staff. Promote team work in the department. Ensure the objectives of Batho Pele and Patient Rights are met. Participate in quality improvement programmes.

ENQUIRIES: Dr Fozy Peer Tel No: (031) 240 1881
APPLICATIOns: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE: 28 February 2020
POST 06/120: CLINICAL PRECEPTOR: SPECIALTY STREAM (ADVANCED MIDWIFERY) REF NO: PSH 08/20 NURSING (X1 POST)

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance
(employee must meet prescribed requirements
CENTRE: Port Shepstone Regional Hospital
REQUIREMENTS: Matric/Senior Certificate. Diploma in General Nursing and Midwifery & Registration with the SANC as a General Nurse and Midwife or Accoucher. One year qualification in advanced midwifery At least 5 years' experience as a professional nurse. Grade 2: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and midwifery. Current SANC receipt for 2020 (e Register document will be accepted) Attach proof of experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading).Knowledge, Skills and Experience Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Good facilitation skills Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations Knowledge of National core Standards and other relevant public service programmes.

DUTIES: Develop, plan, and implement in service training program for the nursing division. Provide clinical training for maternal and neonatal nursing programmes Clinical teaching for integration of theory and practice. Monitor students achievement of learning outcomes. Assist nurse educators with clinical assessments. Draw up a yearly in service training program in consultation with nursing management and Human resource division. Assist in orientation, induction and mentoring of all new nursing staff. Prepare and present lessons according to the drawn up training program. Keep up to date with the literature and professional standards. Participate in quality improvement and evaluation initiatives. Support the implementation of the department's Quality Assurance programme. Maintain a high standard of patient care and practice. Work as a member of the clinical team in the discharge of patient care. Meet the ethical, professional and regulatory standards expected within the profession. Excellent interpersonal and communication skills. Ability to take initiative and work alone and as a member of a team. Good organizational and prioritization skills. Ability to handle stress and work under pressure.
records of all nurse in service training for CPD purposes (Continued professional development). Serve as member of various committees e.g. research, policy making, etc. Provide accompaniment for nursing students. Conduct and participate in nursing research. Attend workshops and seminars and give feedback Assist programme managers with training in new programmes Control all financial and material resources in the clinical teaching department

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
APPLICATIONS
CLOSING DATE
POST 06/121
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS

Mr. TM Mkhize Tel No: (039) 688 6117

Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

Mr. ZM Zulu

Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

28 February 2020

CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCHGTWAY 01/2020 (X1 POST)

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum

Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

Murchison Hospital – Gateway PHC

Senior Certificate, Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application). **Grade 1**: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing. **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. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies.

Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

Mr. TM Mkhize Tel No: (039) 6877311 ext 130

All Applications Should Be Forwarded To: Chief Executive Officer, P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital.

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### POST 06/122: PROFESSIONAL NURSE (SPECIALTY) (GRADE 1 OR 2) MATERNITY REF NO. RKK/PN/02/2020 (X7 POSTS)

<table>
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<tr>
<th>POST</th>
<th>REF NO.</th>
<th>SALARY</th>
<th>CENTRE</th>
<th>REQUIREMENTS</th>
<th>DUTIES</th>
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| MATERNITY | RKK/PN/02/2020 | Grade 1: R383 226 – R 444 276 per annum  
Grade 2: R471 333 – R579 696 per annum | R.K. Khan Hospital – Martenity | **Grad1:** Senior Certificate/Matric. Basic R425 Degree/Diploma in Nursing and Advanced Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2020 Receipt).  
**Grad 2:** Senior Certificate/ Matric. Basic R425 Degree/Diploma in Nursing and Advanced Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining post basic qualification in Advanced Midwifery and Neonatal Nursing. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Other Benefits: 13th Cheque/ Service Bonus. Medical Aid (Optional). Homeowners Allowance employee must meet prescribed requirements. Uniform allowance. Good communication, report writing, decision making and problem solving skills. Good interpersonal skills including public relations, conflict handling and counselling. Expertise in clinical nursing practices. Working as an independent practitioner in the ward environment. Knowledge of nursing care processes and procedures. An understanding of the challenges facing the Public Health Sector. In depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations. | Render an optimal holistic specialized nursing care to patients as a member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Coordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMSD System and other work related programmes and training |
APPLICATIONS: Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department 2nd floor Recruitment Officer.

FOR ATTENTION: Human Resource Manager

NOTE: Applications should be submitted on form Z83from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost due to financial constraints- No S&T Claims or relocation cost to be paid.

CLOSING DATE: 28 February 2020 16:00 afternoon

POST 06/123: PROFESSIONAL NURSE (SPECIALTY) (GRADE 1 OR 2) PAEDIATRICS/NICU REF NO: RKK/PN/04/2020 (X1 POST)

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

CENTRE REQUIREMENTS: Grade 1: Senior Certificate/ Grade 12. Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year Post Basic Qualification in Child Nursing Science or Critical Care. Registration with the SANC as a Professional Nurse and Midwife. Proof of current registration with SANC (2020 Receipt). A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year Post Basic Qualification in Child Nursing Science or Critical Care. Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the S ANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining one year Post Basic Qualification in Child Nursing Science or Critical Care. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Recommendation. Previous experience in PICU or NICU will be an advantage. Good communication, report writing, decision making and problem solving skills. Good interpersonal skills including public relations, conflict handling and counselling. Expertise in clinical nursing practices. Working as an independent practitioner in the ward environment. Knowledge of nursing care processes and procedures. An understanding of the challenges facing the Public Health Sector. In depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.


ENQUIRIES: Assistant Nursing Manager: Mrs. S.D. Patheer Tel No: (031) 459 6030, Deputy Nursing Manager: Mrs. C.Z.L. Mkhwanazi Tel No: (031) 459 6030

APPLICATIONS: Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department 2nd floor Recruitment Officer.

FOR ATTENTION: Human Resource Manager

NOTE: Applications should be submitted on form Z83from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not

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copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost due to financial constraints- No S&T Claims or relocation cost to be paid.

CLOSING DATE : 28 February 2020 16:00 afternoon

POST 06/124 : PROFESSIONAL NURSE GRADE1/2 SPECIALTY REF NO: NURS 02/2020 (X1 POST)
Component: Psychiatry

SALARY : Grade 1: R382 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
13th cheque, 8% inhospitable rural allowance, Medical Aid (optional) Housing allowance (employee must meet prescribed requirements)
Appropriate/Recognisable Experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose.

CENTRE REQUIREMENTS : Ladysmith Hospital

Grade 12 (Senior Certificate). Current Registration with SANC as a Professional Nurse with Psychiatric Nursing Science. Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Psychiatric Nursing Science (Advanced Psychiatry). Grade 1: A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Psychiatric Nursing Science (Advanced Psychiatry). Grade 2: A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse and psychiatry. At least 10 years of the period mentioned above must be appropriate/ recognizable in Psychiatric Nursing Science after obtaining the one year Post Basic Qualification in Psychiatric Nursing Science. Certificate of service endorsed by Human Resource department Knowledge, Skills and Experience Required: 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 patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. 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).

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the Institution

ENQUIRIES : Mrs. T.M. Buthelezi Tel No: (036) 6372111
APPLICATIONS : Should Be Posted To: The Ceo Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 Or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.
CLOSING DATE : 13 March 2020

POST 06/125 : PROFESSIONAL NURSE GRADE1/2 SPECIALTY REF NO: NURS 03/2020 (X1 POST)
Component: Paediatrics

SALARY : Grade 1: R382 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
CENTRE: Ladysmith Hospital

REQUIREMENTS:

Grade 12 (Senior Certificate). Current Registration with SANC as a Professional Nurse with Child Nursing Science. Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Child Nursing Science. **Grade 1:** A minimum of 4/years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Child Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period mentioned above must be appropriate/recognizable in Child Nursing Science after obtaining the one year Post Basic Qualification in Child Nursing Science. Certificate of service endorsed by Human Resource department Knowledge, Skills and Experience Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the 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 proper treatment and care including awareness and willingness to respond to patient’s needs requirements and expectations (Batho-Pele).

DUTIES:

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the Institution.

ENQUIRIES:

Mrs. T.M. Buthelezi Tel No: (036) 6372111

APPLICATIONS:

Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.

CLOSING DATE:

13 March 2020

POST 06/126:

PROFESSIONAL NURSE- SPECIALTY NURSING (ORTHOPAEDICS) REF NO: NURS 04/2020

Component: Orthopaedics

SALARY:

Grade 1: R383 226 – R444 276 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)

Grade 2: R 471 333 – R579 696 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional.

CENTRE REQUIREMENTS:

Degree/Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS A Post Basic qualification in Orthopaedics Nursing with a duration of at least one year accredited with the SANC. Current registration with the SANC as General Nurse and relevant Speciality (2020 receipt). **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in the relevant specialty Knowledge, Skills and Experience: Knowledge of nursing care processes and procedures. Sound knowledge of scope of practice. Problem solving skills Knowledge of Batho Pele and Patients' Rights Charter principles. Good communication skills-verbal written. Knowledge of SANC Rules and Regulation and other relevant public service legislations, prescripts and policies.

DUTIES:

Execute duties and function with proficiency and within prescripts of applicable legislations. Render quality nursing care in Orthopaedics wards /Department. To develop and ensure implementation of Nursing Care Plans. To participate in clinical audits. Ensure proper utilization of human, material and financial resources and
updated records thereof Supervision of patients records to ensure accurate and complete patient records. Support the Operational Manager in ensuring the implementation of infection control and presentation policies in the unit. Supervision the performance of junior staff so as to enhance/promote quality patient care. Assist with performance reviews (EPMDs). Teach and supervise student nurses allocated in an Orthopaedics ward. To coordinate orthopaedic patients care activities, assess needs and prevent orthopaedic complications.

ENQUIRIES: Mrs. T.M. Buthelezi Tel No: (036) 6372111
APPLICATIONS: Should be posted to: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.
CLOSING DATE: 13 March 2020

POST 06/127: PROFESSIONAL NURSE GRADE1 – SPECIALTY REF NO: NURS 05/2020
Component: Operating Theatre

SALARY: Grade 1: R382 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
13th cheque, 8% inhospitable rural allowance, Medical Aid (optional) Housing allowance (employee must meet prescribed requirements)
Appropriate/Recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only Certificate/S of service from the previous employer/s in the specialty is recognised for this purpose.

CENTRE REQUIREMENTS: Grade1: Senior Certificate (Grade 12). Current Registration with SANC as a Professional Nurse. Diploma/Degree in nursing or equivalent qualification. Proof of current registration with SANC (2020). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Operating Theatre Nursing Science. A minimum of (4) four years appropriate/recognizable experience after registration with SANC as a General Nurse. Grade 2: Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing Plus. Current registration (2020) with SANC as a Professional Nurse. Post Basic qualification with a duration of at least one year in curative skills in Primary Health Care accredited with SANC. A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Operating Theatre Science after obtaining the relevant 1 year post basic qualification required for the relevant specialty. Certificate of service endorsed by Human Resource Department. Knowledge, Skills and Experience Required: 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 patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs requirements and expectations (Batho-Pele).

DUTIES: To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patient’s needs. Promote health for clients. Evaluate patient care programmes from time to time and make proposals for improvement.

ENQUIRIES: Tel No: (036) 6372111
APPLICATIONS: Should be posted to: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370.
CLOSING DATE: 13 March 2020

POST 06/128: PROFESSIONAL NURSE GRADE1 – SPECIALTY ADVANCED MIDWIFERY REF NO: NURS 07/2020 (X1 POST)

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
13th cheque, 8% inhospitable rural allowance, Medical Aid (optional) Housing allowance (employee must meet prescribed requirements)
Appropriate/Recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose.

**CENTRE** : Ladysmith Regional Hospital

**REQUIREMENTS** : 

**Grade 1:** Senior Certificate (Grade 12). Current Registration with SANC as a Professional Nurse. Diploma/Degree in nursing or equivalent qualification. Proof of current registration with SANC (2020). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatal Science. A minimum of 4 years appropriate/recognizable experience after registration with SANC as a General Nurse.** Grade 2:** Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing PLUS, Current registration (2020) with SANC as a Professional Nurse. Post Basic qualification with a duration of at least one year in curative skills in Advanced Midwifery and Neonatal Science accredited with SANC. A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Advanced Midwifery after obtaining the relevant 1 year post basic qualification required for the relevant specialty. Certificate of service endorsed by Human Resource Department. Knowledge, Skills and Experience Required: 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 patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. 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).

**DUTIES** : To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implement. Ensure the provision and supervision of patients needs. Promote health for clients. Evaluate patient care programmes from time to time and make proposals for improvement.

**ENQUIRIES** : Mrs. T.M Buthelezi Tel No: (036) 6372111

**APPLICATIONS** : Should Be Posted To: The CEO Ladysmith Regional Hospital: Applications Private Bag X9928 Ladysmith 3370 or Hand Delivered To: 36 Malcolm Road Ladysmith 3370

**CLOSING DATE** : 13 March 2020

**POST 06/129**, ASSISTANT DIRECTOR: SYSTEMS REF NO: PHO 01/2020 (X1 POST)

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

**CENTRE** : Pholela Community Health Centre

**REQUIREMENTS** : Grade 12/Standard 10/National Senior Certificate. Plus Recognised Degree/National in Public Administration/Public Management. Plus a minimum of 3 years recognisable supervisory experience in systems management. Recommendations, Valid Drivers license, Proof of previous and current experience endorsed by Human Resource Department. The incumbent will be required to possess knowledge, skills and competencies in Decision making, problem solving, and communication skills. Ability to multitask and manage change. Control Budget and auditing procedures including norms and standards. Providing procedures and procurement directives. Planning, organizing activities and projects for components. Knowledge of relevant legislation, white paper, PFMA and Treasury regulations. Ability to work independently and under pressure. Possess Human Resource Management skills. Develop policies, understanding HR Practices, staff relations and have strong leadership skills.

**DUTIES** : The applicant will be expected to manage and co-ordinate the following areas to ensure optimal cost effectiveness: Cleaning, catering, maintenance, gardening, mortuary, housekeeping, laundry, transport, switchboard, and patient 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. Ensure that all institutions information (patient and other) is maintained so as to provide reliable, valid and timeous processing of information.
Ensure compliance with Health & Safety and Disaster Management requirements by all staff members. Ensure compliance to Norms and Standards and make me look like a hospital and ideal clinic realisations and maintenance programme. Develop and implement policies and procedures. Ensure effective management of the performance of employees in line with departmental PMDS policy. Ensure effective management of budget allocated to CHC systems.

ENQUIRIES: Mr SA Cekwana: Office Manager: Harry Gwala Health District Office: Tel No: (039) 8348285.
APPLICANTS: Private Bag x 502, IXOPO, 3276, or maybe hand delivered to Harry Gwala Health District Office, 111 Main Street, IXOPO, 3276. (Under KFC building). (Applications received after the closing date and faxed copies will not be considered).
FOR ATTENTION NOTE: 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). Proof of current and previous experience endorsed by Human Resource Component. Must be a South African citizen. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application it must be done in writing. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status in General Nursing and midwifery.

APPLICATIONS: 28 February 2020
POST 06/130: CLINICAL PRECEPTOR: GENERAL STREAM REF NO: PSH 07/20 NURSING (X1 POST)
SALARY: Grade 1: R256 905.per annum
Grade 2: R315 963.per annum
Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance
CENTRE: Port Shepstone Regional Hospital
REQUIREMENTS: Matric/Senior Certificate. Diploma in General Nursing and Midwifery & Registration with the SANC as a General Nurse and Midwife or Accoucher At least 3 years’ experience as a professional nurse and midwife Current SANC receipt for 2020 (e Register document will be accepted). Grade 2: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and midwifery. Attach proof of working experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Knowledge, Skills and Experience Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Good facilitation skills Knowledge and experience in implementation of Batho Pele Principles and Patients’ Rights Charter, Code of Conduct and Labour Relations Knowledge of National core Standards and other relevant public service programmes.
DUTIES: Develop, plan, and implement in service training program for the nursing division. Provide clinical training for basic nursing programmes. Clinical teaching for integration of theory and practice. Monitor students achievement of learning outcomes. Assist nurse educators with clinical assessments. Draw up a yearly in service training program in consultation with nursing management and Human resource division. Assist in orientation, induction and mentoring of all new nursing staff. Prepare and present lessons according to the drawn up training program Keep records of all nurse
in service training for CPD purposes (Continued professional development). Serve as member of various committees e.g. research, policy making, etc. Provide accompaniment for nursing students. Conduct and participate in nursing research. Attend workshops and seminars and give feedback. Assist programme managers with training in new programmes. Control all financial and material resources in the clinical teaching department.

**ENQUIRIES**

Mrs TG Mkhize Tel No: (039) 688 6117

**APPLICATIONS**

Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

**FOR ATTENTION**

Mr. ZM Zulu

**NOTE**

Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

**CLOSING DATE**

28 February 2020
PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF SPORT, ARTS AND CULTURE

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.

APPLICATIONS

Please forward your application quoting the relevant reference number, position and management area on the Z83 form to: The Head of Department: Applications should be submitted to: The Head of Department, Department of Sport, Arts and Culture Private Bag X 9549 Polokwane, 0700. Hand deliver to 21 Biccard Street, Polokwane 0699.

CLOSING DATE

28 February 2020 at 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. 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 finance salary posts, applicants are required to attach BASS OR LOGIS 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. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful 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. Shortlisted candidates will be subjected to a security clearance and pre-employment verifications. 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. The Department reserves the right to appoint. The full 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

ERRATUM: kindly note that the following posts advertised in Public Service Vacancy Circular 04 dated 31 January 2020 the requirements has been amended as follows: Personal Assistant to HOD, Centre: (Head Office) with ref no sac 2020/06, the requirements of the post has been amended as follows: Experience in Office Management will be an added advantage. Sports Promotion Officer: centre (Vhembe District) with Ref No Sac 2020/07, the requirements of the post have been amended as follows: Experience in sports Environment will be an added advantage. Archivist: Centre (Sekhukhune District) with Ref No Sac2020/08, the requirements of the post has been amended as follows: Experience in Archives Services will be an added advantage. Library Assistant: Centre Vhembe District with Ref no Sac 2020/09 the requirements of the post have been amended as follows: An experience in Library environment and Qualification in Library & Information Studies/Science will an added advantage. School Sport Coordinator (X1 Post): centre (Vhembe District) with ref no Sac 2020/10 the requirements of the post have been amended as follows: A Qualification in Sport Management/Administration or/Sport Science will an added advantage. Sports Promotion Officer (X4 Post), centre (Head Office) with Ref no 2020/11: The requirements of the post have been amended as follows: Requirements: A Qualification in Sport Management/Administration or Sport Science will an added advantage. District Academy (X2 Post), centre Sekhukhune District and Capricorn District with Ref no Sac 2020/12: the requirements of the post have been amended as follows: A qualification in Sport Management/Administration or/Sport Science will an added advantage. Experience in Sport environment and administration will added advantage. Club Coordinator (X5 Post), centre (Sekhukhune District, Mopani District, Vhembe District, Capricorn District and Waterberg District) with Ref No Sac 2020/15, the requirements of the post has been amended as follows: experience in sport
management and administration will be an added advantage: Hub and Club Coordinator (X9 Post) center (Senwabarwana (X1 Post), Buffelshoek (X1 Post), Maja (X1 Post), Relela (X1 Post), Molepane x1, Schoonord (X1 Post), or Thambo (X1 Post), Regorogile (X1 Post), and Shongwane (X1 Post)), with Ref no ac 2020/16 the requirements of the post have been amended as follows: experience in sport management and administration will be an added advantage. Internship positions, with ref no sac 2019/18, the enquiry of the posts has been amended as follows: Ms Londi Langa Tel No: (015) 284 4109

MANAGEMENT ECHELON

POST 06/131 : CHIEF FINANCIAL OFFICER REF NO: DSAC 2020/ 01

SALARY : R1 251 183 per annum (Level 14)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 07) in Financial Management or Equivalent as recognized by SAQA. A minimum of five (5) years' experience at senior managerial level. Qualification and experience in senior management environment and finance environment will be an added advantage. A valid driver's license (with the exception of persons with disabilities).

DUTIES : Establish strategic direction of the chief directorate to ensure alignment with business plan, undertake coordinate and monitor the implementation of the strategic plans of the chief directorate, ensure alignment of individual performance to strategic planning to the strategic business objective as outlined in the component balance scorecard, guide and ensure effective and proper strategic co-ordination of activities, monitor the attainability & sustainability of performance standards as per departmental objective, Ensure compliance to government frameworks and legislation, oversee the development of business/operational plans to strategic direction, ensure that inspection and investigation are conducted to establish compliance with the PFA within the Department. Ensure compliance of internal control systems with PFMA, Coordinate and monitor a financial complaints within the department, provide advice on the appropriate mechanisms to develop effective system, ensure the establishment of the committee to monitor financial performance, identify possible financial related regulations and recommendation for exclusions, promote, implement and maintain sound ethical financial and related management practices, facilitate internal inspection and investigation on non – compliance to procedures, system, and guide lines, make recommendation's and provide reports on outcomes of financial management discussions and practices related to PFMA, develop financial management policies, process and procedures, drive the strategic planning and budgeting process for the department, advice programme and responsibility senior managers with regard to allocation of budget and others budgetary procedures, monitor and report on expenditure on expenditure trends and compilation financial statement reports for annual reports, oversee and ensure effective and efficient bookkeeping and bank reconciliation, manage and oversee the collection of revenue, budget and reporting in accordance with the requirements of the PMFA and departmental revenue budget, report to treasury regarding the implementation of the departmental revenue, reporting & budgeting in terms of PFMA, oversee training and guidance to departmental collectors of revenue, provide efficient management of salaries, ensure the provision and implementation and implementation of efficient financial control systems, develop policies and strategies to counter –attack flatulent transaction. Manage the development and implementation supply chain management, policies system and processes, provide and oversee the overall management and monitoring regarding supply chain compliance, manage the relationship between the department and disposal of fleet to achieve the desired outcomes/outputs, manage and ensure proper monitoring of the departments assets, manage and provide strategic logistical support, manage and oversee demand plans to address possible future needs, manage and oversee demand plans to address possible future needs, manage and oversee the implementation of the demand management practices, procedures, guide and policies with the aim of adding value to the department ensure proper implementation of budget are in line with strategic plans, & departments objectives, monitor and report on utilization of equipment, evaluate and report on the utilization of equipment, evaluate and monitor performance and development of staff, manage discipline in the work place, enhance and maintain employee motivation and cultivate of performance management.

ENQUIRIES : General enquiries should be directed to Mr Musia N Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038
POST 06/132: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: DSAC 2020/02

SALARY: R376 596 per annum (Level 09)

CENTRE: Head Office (Polokwane)

REQUIREMENTS: An undergraduate NQF level 6 qualification as recognized by SAQA in IT. An undergraduate NQF level 6 qualification as recognized by SAQA in A+ N+, Linux, novel, CISCO certified, muse will be an added advantage. At least 2-3 years’ experience in LAN support, server support, desktop support, open source platform, Management and valid driver’s licence (with the exception of persons with disabilities).

DUTIES: LAN infrastructure implement and maintain the software deployment strategy to provide desktop and LAN advisors services in all environments under supervision, provide support to enterprise local IT hardware available application to staff, install, configure and maintain software to desktop servers printers and routers develop standard configures for network equipment, Desktop and servers and documentation: Installation & commissioning of the servers and other hardware equipment: Defining and monitoring SLA for maintenance network management and defining and monitoring.

ENQUIRES: General enquiries should be directed to Mr Musia N Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038

POST 06/133: ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: DSAC 2020/03

SALARY: R376 596 per annum (Level 09)

CENTRE: Head Office (Polokwane)

REQUIREMENTS: An undergraduate NQF level 6 qualifications as recognized by SAQA. An undergraduate NQF level 6 in accounting/financial management as recognized by SAQA will be an added advantage. At least 2-3 years of experience in finance environment. Understanding of accounting process, knowledge of the financial system (BAS and PERSAL) knowledge of strategies planning, business planning computer literacy in MS Word, power point and Excel. Must have a drivers licence (with the exception of persons with disabilities).

DUTIES: Manage the closure of books on a monthly basis, Ensure the clearance of PERSAL Exceptions, Ensure the clearance of PMG Exception, Clear suspense accounts, Ensure the Departmental Cash flow is managed properly, Compile cash flow projections report at the beginning of the financial year, Reconcile funds requested from Treasury on a weekly basis against the total budget of the department to ensure that all funds allocated to the department are transferred into the PMG Account by the year end, Compile and pass journals to the Exchequer grant, Compile and submit financial statements to provincial treasury and Office of the Auditor general before the time indicated, Compile monthly financial statement and submit to provincial Treasury, Compile interim financial statements and submit to provincial treasury Ensure that financial misstatements are detected and corrected before submission of the AFS to Auditor General, Ensure that Audit exceptions and findings from the Auditor general relating to annual financial statements are responded to immediately, prepare bank reconciliation statement, Compare and reconcile bank statements with the Pay master General PMG/Bank account in BAS system to establish imbalances and take corrective action and submit bank reconciliation statement to provincial treasury together with all certificates of compliance in terms of Public Finance Management Act, Human Resource management and development, Conduct quarterly reviews to all officials reporting to this positions

ENQUIRES: General enquiries should be directed to Mr Musia N Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038

POST 06/134: ASSISTANT DIRECTOR: EXPENDITURE REF NO: DSAC 2020/04

SALARY: R376 596 per annum (Level 09)

CENTRE: Head Office (Polokwane)

REQUIREMENTS: An undergraduate NQF level 6 qualifications as recognized by SAQA. An undergraduate NQF level 6 in accounting/financial management as recognized by SAQA will be an added advantage. At least 2-3 years of experience in finance environment. Understanding of accounting process, knowledge of the financial system (BAS and PERSAL) knowledge of strategies planning, business planning computer literacy in MS Word, power point and Excel. Must have a drivers licence (with the exception of persons with disabilities).

DUTIES: Monitor and evaluate budget and expenditure, advice line functions with budget and expenditure. Design, implement and maintain effective management of management of accounts, Development of payment systems processes and procedures, attend to
Audit reports and management letters, validate accounting documentation/provide a source document filling service, Ensure that Payment voucher are kept safely at registry before authorizing payment, Compile reconciliation between Persal and Bas on monthly basis. Ensure that payments are processed with 30 days and compile 30 days report to treasury. Overall management and co-ordination of processes and resources in the division, manage human resources within the division. Planning and management and review of individual and unit performance, Develop, monitor and review service delivery improvement, strategic and operation plans, conduct budget planning and monitor utilization in accordance with applicable prescripts, proper management and accountability for assets, motivate and inspire employees to attain organizational objectives, control cost related to human resource and Conduct quarterly reviews to all officials reporting to this positions.

ENQUIRIES : General enquires should be directed to Mr Musia N Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038

POST 06/135 : LIBRARIAN REF NO: DSAC 2020/05 (X2 POSTS)
(Three-Year contract)

SALARY : R257 508 per annum (Level 07) Plus 37% Lieu Benefit
CENTRE : Waterberg District Library
REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA. An undergraduate qualification NQF level 6 as recognized by SAQA in Library & Information Studies/Science from an accredited institution of high learning will be added advantage. Experience in the library environment will be added advantage. Must be computer and internet literate. Must have a practical knowledge of library management system. Valid driver's license (with the exceptions of persons with disability).

DUTIES : Liaise with head office, municipalities, and community library staff regarding provision of library and information services. Provide professional guidance and oversight on library and information services matters. Collection development and management of information resources. Perform supervision and control of all community libraries in the district and ensure that libraries are effectively managed. Provide general administrative work in the district library. Ensure that community libraries keep and maintain a proper asset register for all library assets. Conduct asset verification in all community libraries and service points within the district. Provide support for library outreach/awareness programmes and book clubs.

ENQUIRIES : General enquires should be directed to Mr Monakedi J Tel No: (015) 284 4350 or Mr Letsoalo A Tel No: (015) 284 4326

POST 06/136 : LIBRARIAN REF NO: DSAC 2020/06 (X13 POSTS)
(Three-year contract)

SALARY : R257 508 per annum (Level: 07) Plus 37% Lieu benefit
CENTRES : Mahlabatheng Community Library
Kgapane Community Library
Jane Furse Community Library
Timamogolo Modular
Tshikonelo Modular
Olfantshoek Modular
Marblehall Community Library
Leboneng Community Library
Sebopo Community Library
Senwamokgrope Community Library
Mokwakwaila Community Library
Mokwenze Community Library
Masia Community Library

REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA. An undergraduate qualification NQF level 6 as recognized by SAQA in Library & Information Studies/Science from an accredited institution of high learning will be added advantage. Experience in the library environment will be added advantage. Must be computer and internet literate. Must have a practical knowledge of library management system. Valid driver's license (with the exceptions of persons with disability).

DUTIES : Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of and within the library. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Conduct library awareness/outreach
programmes. Provide information service to library users. Monitor library user’s statistics and compile reports. Assist the district librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly and annual reports. Supervise library staff. Facilitate establishment and full participation of book clubs.

ENQUIRIES

General enquires should be directed to Mr Monakedi J Tel No: (015) 284 4350 or Mr Letsoalo A Tel No: (015) 284 4326.

POST 06/137

LIBRARY ASSISTANT REF NO: DSAC 2020/07 (X11 POSTS)
(Three-Year Contract)

SALARY

R145 281 per annum (Level 04) Plus 37% Lieu Benefit

CENTRE

Mahlabatheng Community library
Maphalle Community library
Zamani Community library
Mogwadi Community library
Musina Community library
Sekgopo Community library
Senwamogkgope Community library
Mokwakwaila Community library
Northam Community library
Metz Community library
Masia Community library

REQUIREMENTS

An NQF Level 4 qualification as recognised by SAQA. Computer and internet literacy. Post matric qualification and work experience in library environment will be added advantage. Ability to work under pressure. Strong interpersonal skills. A valid driver’s licence (with the exception of persons with disabilities).

DUTIES

Assist the librarian in the day-to-day management and operation of the library. Provide administrative support services. Sorting, shelving and shelve reading of library materials according to their categorization. Assist with executing library programmes and events. Assist with processing of library materials to be shelved ready. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.

ENQUIRIES

General enquires should be directed to Mr Monakedi J Tel No: (015) 284 4350 or Mr Letsoalo A Tel No: (015) 284 4326.

POST 06/138

CLEANER REF NO: DSAC 2020/08 (X2 POSTS)

SALARY

R102 534 per annum (Level 02)

CENTRE

Sekhukhune District

REQUIREMENTS

NQF level 1 qualification as recognised by SAQA.

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 enquires should be directed to Mr Musia Tel No: (015) 284 4143 or Ms Ramavhanda ND Tel No: (015) 284 4038
ANNEXURE P

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below

APPLICATIONS: The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
FOR ATTENTION: Mr. G Mathebula, HR Provisioning
CLOSING DATE: 05 March 2020
NOTE: Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver’s license where required. Please note that a passport or driver’s license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z.83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

OTHER POSTS

POST 06/139: CHIEF QUANTITY SURVEYOR GRADE A: PROJECTS MAINTENANCE REF NO: P1/001
RE-ADVERTISEMENT

SALARY: R898 569 per annum
CENTRE: Head Office, Nelspruit
REQUIREMENTS: B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six years’ relevant post-qualification (after completing qualification) experience. Planning and organising skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literate. Valid Drivers license.
DUTIES: Manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES: Ms N Mairibe Tel No: (013) 766 5274

POST 06/140: ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: P1/004

SALARY: R618 732 per annum
CENTRE: Head Office, Nelspruit
REQUIREMENTS: Degree in Architecture (B Degree in Architecture). Registered as a Professional Architect with SACAP. Three years’ relevant post-qualification (after completing qualification and SACAP Professional registration) experience. Computer literate.
Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

**DUTIES**
Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by the department. Provide guidance to the preparation of maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.

**ENQUIRIES**
Ms N Maribe Tel No: (013) 766 5274

**POST 06/141**
**ASSISTANT DIRECTOR: FACILITIES MANAGEMENT**
**REF NO:** P1/002
Re-advertisement

**SALARY**
R376 596 per annum

**CENTRE**
Head Office, Nelspruit

**REQUIREMENTS**
Diploma in Real Estate or related Property Management fields and three years' relevant post-qualification (after completing qualification) experience. Knowledge and understanding of the building environment and property legislation. Knowledge of the Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Infrastructure Development Improvement Programme (IDIP) and Construction Industry Development Broad (CIDB). Sound knowledge of Government financial systems such as BAS, PERSAL and LOGIS. Computer literacy. Sound analysis and problem solving skills. Good, organisational, verbal and written communication skills. Good interpersonal skills. Ability to perform accurately and methodically under pressure. Valid Driver's License.

**DUTIES**
Exercise financial control over the expenditure of infrastructure projects. Analyse the monthly and quarterly financial reports on the performance of infrastructure projects. Compile, manage and maintain the Infrastructure Reporting Model (IRM). Manage the reconciliation of the IRM and In Year Monitoring (IYM) Reports. Prepare monthly projections and cash flow reports for infrastructure projects. Advice on the corrective steps to be taken on the performance of infrastructure projects. Manage and maintain the submission of monthly reports on the performance of infrastructure projects. Liaise with the Assistant Director responsible for the compilation of the Infrastructure Plan and the Implementing Agent/s. Manage and control the payments of infrastructure claims. Report on budget expenditure. Conduct Performance Management and general management of personnel in the Division.

**ENQUIRIES**
Ms N Maribe Tel No: (013) 766 5274

**POST 06/142**
**WORKS INSPECTOR: WORKS INSPECTIONS**
**REF NO:** P1/003

**SALARY**
R208 584 per annum

**CENTRE**
Bohlabela District Office, Bushbuckridge

**REQUIREMENTS**
National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years’ relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

**DUTIES**

**ENQUIRIES**
Mr TZ Magoane Tel No: (013) 766 7410
PROVINCIAL ADMINISTRATION: NORTHERN CAPE
PROVINCIAL TREASURY

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS:
Applications quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley

FOR ATTENTION:
Ms. D Barnett

CLOSING DATE:
28 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 06/143:
CHAIRPERSON: RISK AND ETHICS MANAGEMENT COMMITTEE REF NO:
NCPT/2020/02

SALARY:
According To the National Treasury: Remuneration of Non-Official Committees of Inquiry Rates

CENTRE:
Kimberley Office

REQUIREMENTS:
A postgraduate qualification (NQF: 8) in Risk Management/Audit/Accounting. CA/MBA/MBL/CIA/ Certified risk management practitioner will be an added advantage. At least 10 years’ experience in Accounting, Risk Management or auditing field. Excellent knowledge of the Risk Management and Corporate Governance, Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, Integrity Management Framework and legislation applicable to the Finance sector. Prior Experience in serving on oversight committees (E.g. Audit Committees, Risk Management Committees, etc.).

DUTIES:
The candidate will chair the Risk and Ethics Management Committee meetings and provide an oversight role in the following: Review and monitor the implementation of fraud, risk and ethics management framework, policy, strategy and committee charter within the Department. Assisting in the review of the risk and ethics management action plans and ensuring compliance with such plans. Integrating fraud, risk and ethics management into planning, monitoring and reporting processes. Provide advice/guidance on setting and reviewing of risk appetite and tolerance levels of the Department. Ensure compliance with statutory requirements for fraud, risk and ethics management. Providing reports to the Accounting Officer, Audit Committee and other oversight committees on a quarterly basis or as the need arises. Recommend best practice to improve risk and ethics management within the Department. Review and recommend the Risk Management Framework for the Accounting Officers approval. Evaluate the risk identification and assessment methodology of the Department. Evaluate the extent of effectiveness of integration of risk management within the Department. Assess the implementation of the Risk Management Framework. Review
ENQUIRIES : Ms. D. Sebolai Tel No: (053) 830 8257
POST 06/145 : DEPUTY DIRECTOR: DEPARTMENTAL RISK MANAGEMENT REF NO: NCPT/2020/01

SALARY : R733 257 - R863 748 per annum (All Inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Accounting/ Auditing with Risk Management as a major. 3-5 years’ supervisory experience in a similar environment (Internal Audit or Risk Management). Must be a member or eligible for membership of the Institute of Risk Management South Africa (IRMSA). A valid driver’s license. Strategic management knowledge, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, National Treasury Risk Management Framework, Minimum Anti-corruption capacity, Integrity management framework, Code of conduct, Public Service Regulations. Report writing skills, Communication at both high and lower levels, organizational skills, Accounting and auditing skills, Computer literacy skills, Networking skills, Leadership and team building, Analytical problem solving skills, Policy development, Financial management, formal presentation skills. Professionalism, confidentiality, good interpersonal relationship and team work.

DUTIES : Manage education, training and awareness campaigns on risk and ethics management and fraud prevention to promote a risk management culture in the department: Conduct risk and ethics management training. Risk and ethics management awareness. Develop and review a comprehensive fraud prevention plan for the Department and monitor its implementation: Develop and monitor progress on implementation of the MACC. Coordinate the Financial Disclosure Processes of the

ENQUIRIES : Mr. O. Vermeulen Tel No: (053) 830 8257
POST 06/144 : DEPUTY DIRECTOR: BAS SUPPORT & ADMINISTRATION REF NO: NCPT/2020/03

SALARY : R733 257 – R863 748 per annum (All Inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Public Administration/ Management/ Financial Management/ Accounting. 3-5 years’ relevant supervisory/junior management experience in a BAS environment. All relevant BAS training, a valid driver’s license. Knowledge of Information Systems, PFMA, Public Service Act (PSA), Public Service Regulations (PSR), Treasury Regulations, National Treasury Circulars, Relevant prescripts to BAS, Compilation of management Report, Basic Accounting System (BAS), Vulindiela, PERSAL, LOGIS, Communication, Analytical skills, Investigative skills, Interpersonal skills, Numerical skills, Problem solving, Innovative Thinking, Leadership skills, Motivational skills, Presentation/Training skills, Independence, Organizational, Conflict Management, Project Management, Planning and Organising.

DUTIES : Manage the support service and guidance rendered to Provincial Basic Accounting System (BAS) Users: Adherence to prescribed financial Month, Year-end and Final Audit closure; Segment (COR) changes as per budget statement affected on BAS and submitted to PERSAL; Provide financial year-end guidelines; Rendering of a Provincial Bas Helpdesk functions to all BAS Users; Should the NCPG have a change in Provincial Banker, assist with the implementation process. Manage the monitoring of compliance and enforcement of prescribed legislation, policy and guidelines relating to all BAS processes; Consolidate FYE closure dates and report on clearing of suspense accounts and ME and FYE closure status; Examine, consolidate and report on the passing of opening journals; Consolidate and report on Final Audit Closure; Availability of 30 day payments data; Scrutinized BAS Syscon’s examining and reporting on departments BAS Sub-syscon’s system activities. Manage and/or coordinate the performing of BAS System Controller functions: Overall managerial responsibility of BAS System Controller functions; Amend and implement amendments of provincial BAS Security Management Manual; Scrutinized BAS Syscon’s examining and reporting on departments BAS Sub-syscon’s & BAS user activities; Updated and maintained BAS matrix and Provincial BAS user database. Manage and/or coordinate the capacity building of all BAS users: Overall managerial responsibility for BAS training in the Provincial Administration; Chair the Provincial BAS User Forum and represent the province at the National BAS User group. Manage the component: Perform strategic and operational planning; Manage stakeholder relationships; Oversee the administrative support function; Perform people management functions; Perform financial management functions; Perform assets management functions. Perform the Risk Management function.
Department: Compile reports to the Accounting Officer and to the DPSA on the outcomes of the Financial Disclosures, Liaise with the Public Service Commission on findings of the Financial Disclosures. Monitor and evaluate the effectiveness and efficiency of the risk and ethics management framework and embedded practices; Facilitate risk identification and assessment session to all stakeholders in the Department, Establish a risk and ethics monitoring and evaluation system, Facilitate and establish a process for risk and ethics reporting, Assess the effectiveness of risk and ethics management, Compile a risk and ethics management review report and present reports to relevant committees, Develop and monitor implementation of risk, ethics and fraud and corruption audit action plans to address issues raised by auditors (internal and external). Participate by attending quarterly meetings in various governance structures for the effective implementation of risk and ethics management processes (e.g. ICT steering committee; Provincial risk management forum). Table reports to the Head of Department, Departmental Management Committee, Risk and Ethics Management Committee and the Audit Committee.

ENQUIRIES : Ms. D. Sebolai Tel No: (053) 830 8268

POST 06/146 : DEPUTY DIRECTOR: INTERNAL AUDIT (MFMA) REF NO: NCPT/2020/07 (12 Months Contract)

SALARY : R733 257 per annum (All Inclusive TCE Package)
CENTRE : Kimberley Office
REQUIREMENTS :
- NQF Level 7 qualification with Internal Audit as a major subject. Three years’ experience junior management (ASD level) experience in Auditing/Accounting Environment. A valid driver’s license. Extensive knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices; Knowledge of the Standard for the Professional Practice of Internal Auditing and the Code of Ethics developed by the institute of Internal Auditors; Knowledge of management information systems terminology, concepts and practices; Knowledge of industry program policies, procedures, regulations and laws; Skill in conducting quality control reviews of audit work products; skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions; Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines; Skill in negotiating issues and resolving problems; Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses; Considerable skill in effective verbal and written communications, including active listening skill and skill in presenting findings and recommendations; Ability to establish and maintain harmonious working relationship with co-workers, staff and external contracts, and to work effectively in a professional team environment.

DUTIES : Monitor, enforce and report on the effective implementation of the MFMA, Treasury regulations and standards to ensure compliance: Develop Provincial norms and standards; Develop the assessment tool; Quality review of the assessment reports; Manage the compilation and issuing of assessment report; Review and monitor the implementation of the action plan; Ensure the effectiveness of the implementation of the action plans; Coordinate the effective implementation of combined assurance. Facilitate and monitor the establishment of Audit Committees within the municipalities: Coordinate and oversee the establishment of Audit Committees; Assess and monitor the effectiveness of Audit Committees. Provide support and capacity building to municipalities: Facilitate capacity building initiatives; Facilitate internal Audit and Audit Committee Forums; Provide inputs into the development and review of Internal Audit and Audit Committee frameworks. Facilitate internal Audit Readiness Review, Audit activities at municipalities in preparation for External Quality Assurance review: Facilitate implementation of external quality assurance review. Manage the component: Perform strategic and operational planning; Manage stakeholder relationship; Oversee the administrative support functions; Perform people management functions; Perform financial management functions; Perform asset management functions.

ENQUIRIES : Mr. S. Ruiters Tel No: (053) 802 5011

POST 06/147 : DEPUTY DIRECTOR: LOGIS MANAGEMENT & SUPPORT REF NO: NCPT/2020/04

SALARY : R733 257 – R863 748 per annum (All Inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Supply Chain Management, Public Administration/Management/Financial Management/Accounting. 3-5 years’ relevant supervisory/junior management experience in a LOGIS environment. All relevant LOGIS training, A valid driver’s license. Knowledge of Basic Conditions of Employment Act, Organizational and government structures, Applicable prescripts, legislative and

**DUTIES**

Manage the preparation, implementation and maintenance of LOGIS at sites in the province: Assess self-accountable sites that are identified to be implemented on LOGIS; Overall managerial responsibility for the preparation of sites; Overall managerial responsibility for the implementation and activation of sites; Present and introduce management reports and other LOGIS related facilities to manage activated sites during post-implementation phase; Consolidate and submit rollout progress reports. Manage the monitoring of compliance to prescribed legislation, policies and guidelines relating to the LOGIS processes: Reports downloaded, analyzed and shortcomings pointed out to sites; Monitor quarterly security checks. Monitor LOGIS versus BAS utilization. Manage the support services and guidance rendered to LOGIS users: Monitor functional support on LOGIS, PI, CRD LBIS and Vulindlela; Monitor the Supplier Administration, banking detail and credential processes; Monitor the Codification process. Manage the capacity building of LOGIS users: Overall managerial responsibility for LOGIS training in the province; Responsible for Provincial LOGIS user Forums; Represent the Province at the National LOGIS user Forums/Workshops.

Manage the component: Perform strategic and operational planning; Manage stakeholder relationships; oversee the administrative support functions; Perform people management functions; Perform financial management functions; Perform asset management function. Perform Risk Management function.

**ENQUIRIES**

Mr. O. Vermeulen Tel No: (053) 830 8257

**POST 06/148**

**DEPUTY DIRECTOR: TRANSVERSAL TECHNICAL SUPPORT REF NO:** NCPT/2020/05

**SALARY**

R733 257 – R863 748 per annum (All Inclusive TCE package)

**CENTRE**

Kimberley Office

**REQUIREMENTS**

Degree/Diploma (NQF: 6/7) in Information Technology/Computer Science. 3-5 years’ relevant supervisory/junior management experience in an Information Technology environment (computer networks and desktop support). A valid driver’s license. Knowledge of General Management, relevant Information Technology policies and procedures, Data management tools, Computer network designs and configuration, Budgeting and Financial Management, Information Technology security legislation and policies, Microsoft Windows servers, IP Address translation and routing. Ability to communicate ideas verbally and in writing both formally and informally. Planning and organizing skills, Analytical, problem solving skills, negotiation skills, facilitation skills and conflict management. Basic research and computer literacy. Ability to liaise with senior management. Dealing with relevant stakeholders at strategic level. Project management. Data management and analysis.

**DUTIES**

Manage technical support on transversal systems (BAS, LOGIS and PERSAL) to provincial users: Review configurations settings to ensure compliance with National Treasury technical configuration standard. Develop and review of technical support policies. Manage technical support and provisioning of functional Biometric Access Control Systems (BACS): Develop and review BACS policies. Administer oversight functions for the Biometric Access Control Systems. Coordinate technical support of BACS Manage the provisioning of management reports through data management: Manage the provisioning of necessary infrastructure for the mining, warehousing and storage of financials systems information. Manage the provisioning of relevant tools for data analysis and business intelligence. Develop and review data management policies, processes, norms and standards. Manage service management and governance of financial systems technical support: Develop and review service management policies. Monitor the development and review of service management and governance policies. Monitor compliance with the Service Level Agreement (SLA): Provide technical input on applicable SLA and compile analytical report, where
necessary. Check periodic SLA reports to ascertain if Service Delivery objectives are met and make amendments recommendations where necessary. Manage the component: Perform strategic and operational planning, manage stakeholder relationships, Oversee the administrative support functions, Perform people management functions, Perform financial management functions, Perform asset management functions. Perform Risk Management functions.

ENQUIRIES  :  Mr. O. Vermeulen Tel No: (053) 802 5011

POST 06/149  :  ASSISTANT DIRECTOR: DSCM: ACQUISITION  REF NO: NCPT/2020/06

SALARY  :  R376 596 - R443 601 per annum

CENTRE  :  Kimberley Office

REQUIREMENTS  :  Degree/Diploma (NQF: 6/7) in Supply Chain Management/Public Management or Financial Management. 2-3 years’ relevant experience in a SCM environment. A valid driver’s license. Knowledge of SCM Policies and prescripts, knowledge of the Public Finance Management Act, Public Service Act, Acquisition Management and Financial Management. Good verbal and written communication skills, organizing skills, co-ordination skills, analytical skills, decision making skills, problem solving skills, negotiation and facilitation skills & Computer literacy(Word, Excel & PowerPoint).

DUTIES  :  Co-ordinate (synergise), review and execute the bidding process: Compile bid documents, Publish tender invitations, Receiving and opening of bid documents, Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Monthly reporting. Coordinate review, and source quotations from the database according to the threshold values determined by the National Treasury: Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and adjudicate the expressions of interest, compile a database of approved suppliers, monthly reporting. Administer receiving of Requisitions: Check and verify that all the required documents are attached before quotes are approved, Check and verify if suppliers are active on Logis, and if they are Tax compliant on CSD. Approval of Quotations more than R 10 000 (for all goods and services), Ensure quoted price are in line with SCM policy, framework and regulations (e.g. Bookings for accommodation and flights). Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regards to Financial and HR administration: General supervision of employees, Allocate duties and perform quality control on the work delivered by the supervisees, Manage performance, conduct and discipline of supervisees.

ENQUIRIES  :  Mr. K.J. Qhobela Tel No: (053) 830 8338
ANNEXURE R

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE: 02 March 2020 (Unless indicated otherwise)
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 06/150: VETERINARY TECHNOLOGIST: BACTERIOLOGY, VPH MEDIA AND COORDINATION REF NO: AGR 01/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma (or equivalent qualification) in Veterinary Technology; Registration as a Veterinary Technologist with South Africa Veterinary Council (upload a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid (code B or higher) driving licence. Recommendations: Experience in a diagnostic veterinary bacteriology; Additional training courses in veterinary bacteriology. Competencies: Ability to work independently and in a team; The ability to work accurately and precisely; Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Written and verbal communication skills.
DUTIES: Main duties will be diagnostic bacteriology, registration, preparation and processing samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the Laboratory information management system; Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.
ENQUIRIES: Dr M Seutloali at Tel No: (021) 887 0324
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/151: LAND USE TECHNICIAN: LAND USE MANAGEMENT REF NO: AGR 04/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Natural Resource Management/Environmental Management/Agriculture/Civil Engineering; A minimum of 3 years’ post qualification experience of Natural Resources Management principles; A valid (Code B or higher) driving licence. Recommendations: Working knowledge of the agricultural sector, crop production systems, water irrigation and soil and physical properties; Experience using ArcView/GIS programs. Competencies: Knowledge of the following: Theory, design and implementation of environmental resource management plans; Legal compliance; Written and verbal communication skills; Poven computer literacy; Planning and organising skills; Problem solving and analysis skills.
DUTIES: Provide support to the land use manager; Assess and provide comments on applications for land use management; Facilitate the representation of the department and the sub-programme; Facilitate and coordinate the development and revision of a strategic plan for agricultural land use in the Western Cape; Liaison with external service providers and clients.
ENQUIRIES: Mr C van der Walt at Tel No: (021) 808 5099
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 06/152: LECTURER: AGRIBUSINESS MANAGEMENT REF NO: AGR 05/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 4-year B.Agric-degree or equivalent qualification in Agricultural Economics or Commerce or Agribusiness Management or Education; A minimum of 3 years appropriate experience; A valid (Code B) driving licence. Recommendations: In possession of an assessor and moderator certificate; Proven working knowledge of labour relations, agribusiness management, production economics, investment planning, credit and risk in agricultural and marketing. Competencies: Proven knowledge of Agricultural Economics/ Commerce or Agribusiness Management; Communication (verbal and written) skills; Leadership, planning and organising skills; Presentation skills.

DUTIES: Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES: Mr H Abrahams at Tel No: (021) 808 7658
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/153: PERSONAL ASSISTANT: RESEARCH AND TECHNOLOGY DEVELOPMENT REF NO: AGR 03/2020

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to Senior Management; A valid Code B (or higher) driving licence. Competencies: Maintaining of record management system; Knowledge of financial management and understanding of regulations/prescripts and procedures; Knowledge of procurement processes; Understanding of functioning, systems and processes of government; Ability to compile agendas and properly record minutes and decisions at meetings; Interpersonal skills; Communication (written, verbal and presentation) skills; Proven computer literacy in MS Office; Organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic and email etiquette; Accuracy and attention to detail; Interpersonal relations.

DUTIES: Provide a secretarial/receptionist support service to the manager; Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood; Provide administrative support to manager; Managing the diary and organising meetings and appointments; Ensure and advise on effective flow of information and documentation to and from Manager’s office; Ensure all travel and accommodation arrangements for manager is well coordinated; General office organisation, including effective record management and filing; Research, compile and collate reports; Support with administration of budget, including procurement and financial processes; Provide support and logistics for meetings and events, including serving as secretariat for meetings; Practicing the eight Batho Pele principles.

ENQUIRIES: Dr I Trautmann at Tel No: (021) 808 5012
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/154: HOUSEHOLD AID: GENERAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 07/2020

SALARY: R102 534 per annum (Level 02)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Able to read and write (basic literacy)/ Adult basic education and training (ABET). Recommendations: Catering experience; Knowledge of working with industrial kitchen equipment. Competencies: A good understanding of the following: Catering; Preparing food (processing meat, vegetables) Working in an industrial kitchen and with equipment; General cleaning services; Communication skills; Ability to perform routine tasks as required; Interpersonal skills; Team-building skills.

DUTIES: Assisting with the processing of meat, peel off vegetables, making salads for daily meals of students; Help with the preparation of food such as baking eggs; Assist with plating of food and serving of meals; Setting and clearing of tables during meals; Assist
with the preparation of food and official functions; Daily cleaning of the kitchen; Washing of dishes before and after meals; Cleaning of the hostel kitchen on a daily basis and other facilities; Use of cleaning of equipment and detergents when cleaning the kitchen; Removal of garbage.

ENQUIRIES
NOTE
APPLICATIONS

CLOSING DATE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

POST 06/155
RESEARCHER: INFORMATION SERVICES REF NO: CAS 19/2019 R1

SALARY
CENTRE
REQUIREMENTS

DUTIES
ENQUIRIES
APPLICATIONS

POST 06/156
ARCHIVIST: CLIENT INFORMATION SERVICES REF NO: CAS 27/2019 R1

SALARY
CENTRE
REQUIREMENTS

DUTIES
Digitization of archival records and avail them for research purposes; Planning and Administration will entail the following: Ensure that work is completed according to work plan by overseeing, monitoring and evaluating work progress of subordinates; Compile in-service training programmes, job descriptions, performance and development plan agreements.

ENQUIRIES: Ms A Kupe at Tel No: (021) 483 0411
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/157: HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO. CAS 04/2020 (X3 POSTS)

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate 3-year B-Degree (or higher qualification). Recommendation: Postgraduate qualifications (Honors, Masters, Doctorate) in heritage-related studies. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines (specifically those of HWC (Heritage Western Cape); Written and verbal communication skills; Related legislation in the heritage management process (such as NEMA (National Environmental Management Act), MRDA (Mineral Resources Development Act) and municipal processes where applicable); Skills in office package suite and working knowledge of database such as the South African Heritage Resources Information System (SAHRIS) or similar.

DUTIES: Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significance of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other departments and internal units and the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.

ENQUIRIES: Ms W Dhansay at Tel No: (021) 483 9533
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 02 March 2020
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 06/158: PERSONAL ASSISTANT: SKILLS DEVELOPMENT REF NO: DEDAT 01/2020

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years’ relevant experience in rendering support services to Senior Management. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office;
Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.

**DUTIES**

Provide a secretarial/receptionist support service to the manager; Renders administrative support services; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

**ENQUIRIES**

Mr N Joseph at Tel No: (021) 483 9011

**DEPARTMENT OF HEALTH**

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

**NOTE**

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

**ERRATUM:** Kindly note the post of Chief Engineer: Grade A (Mechanical) with Ref No: 5/291 advertised in Public Service Vacancy Circular 05 dated 07 February 2020. The Closing date have been amended to 21 February 2020.

**OTHER POSTS**

**POST 06/159**

**OPERATIONAL MANAGER NURSING (SPECIALTY: ONCOLOGY) (OPD)**

**SALARY**

R562 800 per annum (PN-B3)

**CENTRE**

Groote Schuur Hospital, Observatory

**REQUIREMENTS**

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

**DUTIES**

Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

**ENQUIRIES**

Mr A Mohamed Tel No: (021) 404-2071

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

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

**CLOSING DATE**

06 March 2020

**POST 06/160**

**THERAPEUTIC AND MEDICAL SUPPORT COORDINATOR**

(06 Months Contract)

(Chief Directorate Metro Health Services)

**SALARY**

Grade 1: R466 119 per annum
Grade 2: R532 959 per annum
(Plus 37% in lieu of service benefits)

**CENTRE**

Northern Tygerberg Sub-structure Office

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**REQUIREMENTS**: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Experience: **Grade 1**: A minimum of 3 years appropriate experience in the relevant profession after registration with the Health Professions Council of South Africa (HPCSA). Registration with the council: Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Inherent requirement of the job: Valid Code (B/EB) driver’s license. Competencies (knowledge/skills): Knowledge of the district health service platform. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently. Ability to analyse data and prepare reports for management decision and reporting.

**DUTIES**: Coordination of therapeutic and medical support services across the platform. Plan and execute projects related to the improvement of services. Monitor and evaluate programme performance. Identify training opportunities for Allied Health professionals. Identify system improvements. Provide input into or manage special projects or organisational strategies affecting therapeutic and medical support services.

**ENQUIRIES**: Ms L Najjaar Tel No: (021) 404-2071

**APPLICATIONS**: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

**CLOSING DATE**: 06 March 2020

**POST 06/161**: OPERATIONAL MANAGER NURSING (GENERAL SURGERY) (X2 POSTS)

**SALARY**: R444 276 per annum (PN-A5)

**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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recongnisble experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing.

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

**ENQUIRIES**: Mr A Mohamed Tel No: (021) 404-2071

**APPLICATIONS**: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

**CLOSING DATE**: 06 March 2020

**POST 06/162**: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)

**Directorate**: Supply Chain Management Sourcing

**SALARY**: R376 596 per annum

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Minimum educational qualification: Appropriate three year procurement and or health-related (Degree or Diploma). Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Sound management skills, including ability to manage a team and strategies solutions. Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication.
DUTIES: Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on end-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing; conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.

ENQUIRIES: Mr QJ Manuel Tel No: (021) 483-6407
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
CLOSING DATE: 06 March 2020

POST 06/163: SENIOR PERSONNEL PRACTITIONER: HEALTH, PRODUCTIVITY AND SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ)
Directorate: People Practices and Administration

SALARY: R316 791 per annum
CENTRE: (Head Office, Cape Town)

DUTIES: Administer and promote Health, Wellness and Safety programmes for employees in the Department. Administer contract management in the SHERQ and Health and Productivity Focus Areas. Administer Health and Safety departmental audits and reporting. Administer the development, implementation, monitoring and reporting of strategies, programmes, policies and projects for Health and Productivity and SHERQ within budgetary guidelines as per DPSA Employee Health and Wellness Strategic Framework. Assist with the development of monitoring and evaluation tools for the implementation of a DPSA M and E framework. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases. Conduct trend and statistical analysis to determine challenges, problem trends and best practices relating to health and productivity of employees in the Department. Provide administrative support to provincial steercom committees.

ENQUIRIES: Mr N Ismail Tel No: (021) 483-3951
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 06 March 2020

POST 06/164: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)

SALARY: R316 791 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch
DUTIES: Effective and efficient management of the Procurement in a Logis and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient Demand and acquisition process. Management of Non supplier performance. Manage an effective and efficient Bid/Quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management and procurement component. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS.

ENQUIRIES: Mr S Ntsonkotha Tel No: (021) 658-5892

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: 06 March 2020

POST 06/165: OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 TO 2
Chief Directorate: Metro Health Services

SALARY: Grade 1: R210 567 per annum
Grade 2: R248 034 per annum

CENTRE: Metro TB Hospital Complex (DP Marais Hospital)

REQUIREMENTS: Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) that allows for the registration as Occupational Therapy Technician with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: Grade 1: None after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Competencies (knowledge/skills): Good interpersonal, organisational and planning abilities. Sound knowledge of appropriate national and provincial legislation and policies pertaining to Occupational Therapy. Knowledge and understanding of evidence-based practice. Computer literacy. Implementation of a planned Occupational Therapy Clinical Service at TB Metro Centre. Contribute to implementing Occupational Therapy assessments. Contribute to Training and Professional Development. Portray a positive image of the OT profession.

ENQUIRIES: Ms A Najaar Tel No: (021) 508-8305

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment.

CLOSING DATE: 06 March 2020

POST 06/166: ARTISAN PRODUCTION GRADE A TO C (BRICKLAYING/BUILDING)
Directorate: Engineering and Technical Services

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

CENTRE: Metro West District Maintenance Hub based at Zwaanswyk)

REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to attend to emergencies including after hour repairs and standby duties. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Proficiency in at least two of
the three official languages of the Western Cape. Working knowledge of bricklaying and plastering techniques. Proficiency in erecting of scaffolding.

**DUTIES**: Produce objects with material and equipment according to job specifications and standards. Bricklaying, plastering and repair of plants and buildings according to standards. Manage and assist with the execution of building projects/repairs within the health facility. Exercise control over tools and materials. Administration duties including the processing of requisitions, ordering, control of maintenance materials and equipment.

**ENQUIRIES**: Mr B Lesch Tel No: (021) 715-5921

**APPLICATIONS**: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

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

**CLOSING DATE**: 06 March 2020

**POST 06/167**: **SOCIAL AUXILIARY WORKER GRADE 1 TO 3**
Chief Directorate: Metro Health Services

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

**CENTRE**: Metro TB Hospital Complex (DP Marais Hospital)

**REQUIREMENTS**: Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the South African Council for Social Services Professions (SACSSP) as a Social Auxiliary Worker. Experience: **Grade 1**: None experience required. **Grade 2**: A minimum of 10 years’ appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary worker with SACSSP and successful completion of 2nd academic year of an appropriate qualification that allows for registration as Social Worker with SACSSP. **Grade 3**: A minimum of 20 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP or 10 years’ experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP.

**Inherent requirement of the job**: Valid (code B/EB) driver’s licence.

**Competencies (knowledge/skills)**: Computer literacy. Ability to communicate in at least two of the three official languages in the Western Cape. Interpersonal skills. Basic knowledge of TB/HIV. Able to work in a multidisciplinary team.

**DUTIES**: Effective individual, family and group counselling to inpatients and family members. Liaise with the MDT, partnering with stakeholders and linking patients with external service providers. Produce and maintain accurate records on the medical file. Support to supervisor and colleagues. Perform all required administrative tasks and stats. Attend relevant training courses for professional development.

**ENQUIRIES**: Mr A Bhongcoshe Tel No: (021) 508-8339

**APPLICATIONS**: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

**NOTE**: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment".

**CLOSING DATE**: 06 March 2020

**POST 06/168**: **TRADESMAN AID (WORKSHOP) (X2 POSTS)**
Chief Directorate: Rural Health Services

**SALARY**: R102 534 per annum

**CENTRE**: George Regional Hospital

**REQUIREMENTS**: Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience within a health workshop environment. Inherent requirements of the job: Must be prepared to work overtime. Capability to do strenuous physical labour. A valid (Code B/EB) driver's licence. Perform relief duties where required. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Knowledge of the application of the requirements
of the Machinery and Occupational Health and Safety Act. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**: Complete and efficient execution of instructions which include, amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations. Strict adherence to the Occupational Health and Safety Act. Assist Handymen and Artisans in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES**: Mr L du Plessis Tel No: (044) 802-4488

**APPLICATIONS FOR ATTENTION**: Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

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

**CLOSING DATE**: 06 March 2020

**POST 06/169**: CLEANER
Chief Directorate: Metro Health Services

**SALARY**: R102 534 per annum

**CENTRE**: Khayelitsha Community Health Clinic

**REQUIREMENTS**: Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate cleaning experience at a Health facility or hospital. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime, work shifts, public holidays, night duty and Relief in other departments when necessary. Ability to operate cleaning equipment. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Ability to work effectively in a team, independently and unsupervised, accepting accountability and responsibility. Able to handle conflict and the ability to work under pressure.

**DUTIES**: (key result areas/outputs): General cleaning and maintenance of cleaning equipment. Dust, sweeping, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Elementary stock control. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

**ENQUIRIES**: Ms T Mshum Tel No: (021) 360-5208

**APPLICATIONS FOR ATTENTION**: Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

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

**CLOSING DATE**: 06 March 2020

**POST 06/170**: DRIVER (LIGHT DUTY VEHICLE)
Chief Directorate: Metro Health District

**SALARY**: R102 534 per annum

**CENTRE**: Metro TB Hospital Complex (Brooklyn Chest Hospital)

**REQUIREMENTS**: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience as a Driver. Inherent requirements of the job: Code (B/EB) driver's licence and Valid PDP (proof must be attached). Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of routine, maintenance, Inspections for defects on vehicles. Good interpersonal skills. Safe driving skills.

**DUTIES**: Effectively rendering an efficient transport service. Effectively maintaining of GG vehicles stationed at institution. Delivery and transporting of medication and store items to Clinics. Rendering of minimal administrative duties. Rendering an effective delivery service.

**ENQUIRIES**: Mr C Van Houten Tel No: (021) 508-8333

**APPLICATIONS FOR ATTENTION**: Chief Executive Officer: Brooklyn Chest Hospital, Private Bag X2 Ysterplaat 7405.

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

**CLOSING DATE**: 06 March 2020

**POST 06/171**: DRIVER (LIGHT DUTY VEHICLE)
(Chief Directorate: Metro Health Services)

**SALARY**: R102 534 per annum

**CENTRE**: Northern/Tygerberg Sub-structure Office

**REQUIREMENTS**: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience on transportation of passengers and goods in a health environment.
Inherent requirements of the job: Valid (Code B/EB) drivers licence. Valid Public Driving Permit (PDP). Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Willingness to be on standby, working overtime and to work on weekends and public holidays. Knowledge of Transport Regulations. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal skills. Safe driving skills.

DUTIES: Daily transporting of officials passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Perform routine administrative duties when required and respond to emergencies when necessary. Ensure that all vehicles are kept clean and tidy. Relief staff within the component when required.

ENQUIRIES: Mr. A Basson
Tel No: (021) 815-8868

APPLICATIONS: The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-structure, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X 1, Bellville, 7535.

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

CLOSING DATE: 06 March 2020

POST 06/172: HOUSEHOLD AID (Chief Directorate: Metro Health Services)

SALARY: R102 534 per annum

CENTRE: Karl Bremer Hospital

REQUIREMENTS: Minimum Requirement: Basic Numeracy and Literacy. Experience: Appropriate experience of cleaning services. Inherent requirement of the job: Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects and stay on feet for long hours. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to function within the multi-disciplinary team. Good organisational and time management skills. Knowledge of environmental hygiene and waste management. Ability to operate cleaning apparatus and equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Basic literacy, both written and verbally.

DUTIES: Ensuring and maintaining high standards of environmental cleanliness and hygiene within the wards. Provision of meals and beverages to patients. Effective use, maintenance and safekeeping of supplies and equipment. Management of clean and used linen (counting of linen, packing linen room, etc.) Support and relief the supervisor and team members.

ENQUIRIES: Ms ET Linden-Mars
Tel No: (021) 918-1224

APPLICATIONS: The Senior Medical Superintendent, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

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

CLOSING DATE: 06 March 2020

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE: 02 March 2020

NOTE: Only applications submitted online will be accepted; Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 06/173: ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: HS 28/2019 R1

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years appropriate experience in a strategic environment; A valid code EB driving licence. Recommendations: An appropriate post-graduate qualification in Strategic Management, Research, Monitoring and Evaluation or Business Analysis. Competencies: Knowledge of the following: Strategic planning and reporting processes; Human Resource and Financial Management; Relevant legislation and policy frameworks; Research and policy environment; Strategic business planning tools; Project management; Communication (written and verbal) skills in at least two of
the three official languages of the Western Cape; Proven computer literacy (MS Office packages).

**DUTIES**

- Assist with the facilitation of departmental strategic planning processes; Provide support to the compilation of the departmental Strategic and Annual Performance Plans; Ensure alignment of departmental Strategic and Annual Performance Plans with the Multi Year Housing Development Plan and its Business Plan as well as provincial and national strategic imperatives; Co-ordinate alignment of Annual Performance Plan and Housing Business Plan and Budget plan; Co-ordinate Medium Term Expenditure Committee engagements with Provincial Treasury; Assist with the compilation of the department’s annual report; Provide a support service to the minister and head of department in respect of strategic engagements with senior managers; Support the Batho Pele principles through the coordination of all the Batho Pele initiatives undertaken by the department; Co-ordinate inputs in preparation for cabinet engagements; Provide support to directorates in the development of business plans.

ENQUIRIES

Ms S Adams at Tel No: (021) 483 8159

APPLICATIONS

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**POST 06/174**

**PORTFOLIO ADMINISTRATOR: PROJECT INITIATION PLANNING AND USER SUPPORT: INFORMATION MANAGEMENT REF NO: HS 07/2020**

(12 Month Contract Period)

**SALARY**

R316 791 per annum (Level 08) plus 37% in lieu of service benefits

**CENTRE**

Department of Human Settlements, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-degree; A minimum of 3 years relevant experience in a Human Settlement Project Management Office (PMO) working environment. Competencies: Knowledge of the following: Project Management Office (PMO) procedures; Modern systems of governance and administration; Project Management methodologies and procedures; System administration of Information Systems; Portfolio and Project Management system; Written and verbal communication skills; Proven computer literacy; Planning, organising, people management and networking skills; Problem solving, dispute and conflict resolution skills; Presenting, facilitating, interviewing and listening skills; Implementation and monitoring skills; Ability to work under pressure; Ability to work independently and in a team under tight deadlines.

**ENQUIRIES**

Mr J van Wyngaardt at Tel No: (021) 483 3634

APPLICATIONS

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**DEPARTMENT OF LOCAL GOVERNMENT**

**CLOSING DATE**

02 March 2020

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 06/175**

**DEPUTY DIRECTOR: MUNICIPAL ICT POLICY AND STRATEGY REF NO: LG 02/2020**

**SALARY**

R733 257 per annum (Level 11). (All-inclusive salary package)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 6 years’ relevant experience in the Information Communication Technology Policy Development of which 3 years must be management level experience. Recommendations: Working knowledge and experience in the following: Geographic Information System; Information Communication Technology Governance; Information Communication Technology Policy development. Competencies: Advanced knowledge of the following: Geographic Information System; Public policy analysis and public policy development processes; Strategy development; Strategy management; Strategy monitoring and review processes; Modern systems of governance and
administration; Legislative procedures; Excellent written and verbal communication skills; Proven computer literacy; Strong conceptual and formulation skills.

**DUTIES**: Develop Information Communication Technology policy frameworks, guidelines, circulars and advisory notices for implementation by municipal role-players regarding Information Communication Technology strategy, Information Communication Technology governance and Geographic Information System; Develop an annual calendar of milestones in terms of governance targets for municipal assessment in line with Information Communication Technology governance policy and a differentiated model for Information Communication Technology support; Plan and manage the components budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Management of the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES**: Mr N Rylands at Tel No: (021) 483 0646

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**POST 06/176**: OFFICE MANAGER: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT

**REF NO**: LG 12/2019 R1

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

**CENTRE**: Department of Local Government, Western Cape Government

**REQUIREMENTS**: An appropriate tertiary qualification (3-year National Diploma or higher qualification); A minimum of 3 years’ experience in managing administration functions and rendering an executive support service to senior management. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Budget Management; Organisational and management practices, policies and operational functioning of a Chief Directorate; Relevant legislation/policies/prescripts and procedures; Relevant software; Advanced Computer literacy skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Supervisory skills; Planning and organising skills; Ability to draft complex documentation; Ability work under pressure; Manage various office administration activities simultaneously; Research skills; Analysing skills; Writing and reporting skills; Delivering results and meeting customer expectations.

**DUTIES**: Manage engagements: Ensure that the management support staff compile programmes; Liaise with and/or sensitise the top manager regarding programmes/activities; Render line administrative support services: Develop and maintain systems in the office of the top manager; Oversee and provide effective guidance and advice on the flow of information and documents to and from the office of the top manager; Execute research, analyse information and compile documents; Conduct research and compile comprehensive documents with regard to issues forthcoming from meetings; Compile EXCO memoranda and memoranda with regard to sensitive issues that is not linked to a specific line function; Provide support to the top manager with regard to meetings: Screen documents to determine actions/information/documents required to the meeting; Manage resources of the office of the top manager; Determine and collate information with regard to the budget needs; Keep record of expenditure commitments, monitor expenditure and alert the top manager with regard to possible over-and under spending.

**ENQUIRIES**: Ms E Barnard at Tel No: (021) 483 6126

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**DEPARTMENT OF THE PREMIER**

**CLOSING DATE**: 02 March 2020

**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

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OTHER POSTS

POST 06/177: DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: DOTP 05/2020

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Appropriate 3-year tertiary qualification (Degree or National Diploma or higher qualification) in International Relations/Political Science/Political Economy/Economics/Law or other relevant field; A minimum of 3 years management experience within a research or international relations or related environment. Competencies: Knowledge of the following: International and Diplomatic relations; South African Foreign Policy; Strategy development, Strategy Management; Strategy monitoring and review processes; Public policy analysis and public policy development processes; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven computer literacy; Communication (written and verbal) and presentation skills; Project Management skills; Strong conceptual and formulation skills; Networking skills; Outstanding planning skills; Organising and People Management skills; Proven computer literacy skills; Excellent understanding of diplomacy and protocol.

DUTIES: Research; Provide strategic guidance regarding the Western Cape's international engagements; Analyse and development responses to Global, National and local events that impact the Western Cape governments international engagements. Identify opportunities, potential partners and areas of collaboration relating to the WCG's international engagements; Build and maintain relations critical to the WCG's international engagements, Manage and facilitate effective and efficient cooperation with foreign stakeholders; Assist with driving the strategic agenda and WCG's priorities.

ENQUIRIES: Mr N Lala at Tel No: (021) 483 6444
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/178: PROJECT MANAGER (ECONOMIC GOVERNANCE AND ADMINISTRATION) REF NO: DOTP 04/2020

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: A 3-year tertiary qualification (National Diploma/B-Degree or higher); Applicable course/training in Project Management; A minimum of 3 years’ experience in project management or similar environment. Recommendation: Project Management Experience for enterprise projects utilising PMBOK and/or Prince2 methodologies. Competencies: Understanding of: Information and Communication technology and other relevant legislation and policies and Application of monitoring and evaluation methods and tools; Knowledge of Budgeting and financial management; Project management skills; Communication skills (written and verbal); Strategic thinking and Data analytics abilities.

DUTIES: Ensure regular, accurate and timely reporting within agreed project management standards; Appropriate communication and escalation of project plans, definition, status and overall progress; Organise and lead project definition workshops and all related project meetings or planning sessions; Develop project definition reports and high level project plans; Provide professional advice and assistance to project leaders and managers in defining projects and creating project plans; Coordinate projects and liaise with resources to ensure timely delivery of milestones; Ensure focus for resources on project milestones and delivery according to plan; Participate in the process of programme/project allocation within the E-Government and ICT environments.

ENQUIRIES: Mr D. Alexander at Tel No: (021) 467 3650
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/179: PERSONAL ASSISTANT: INTERNAL AUDIT REF NO: DOTP 09/2020

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/Certificate (or equivalent qualification); A minimum of 3 years’ relevant experience in rendering support services to Senior Management. Competencies: Knowledge and understanding of the following:
Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.

**DUTIES**

Provide a secretarial/receptionist support service to the managers; Rends administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

**ENQUIRIES**

Mr S. Martin at Tel No: (021) 483 8293

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**

02 March 2020

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**PROVINCIAL TREASURY**

**OTHER POSTS**

**POST 06/180**

LOCAL GOVERNMENT PUBLIC FINANCIAL MANAGEMENT COORDINATOR: (CHIEF DIRECTORATE: LOCAL GOVERNMENT FINANCE) REF NO: PT 28/2019 R1

**SALARY**

R733 257 per annum (Level 11) (All-inclusive salary package)

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

A 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Public Finance/Business Management or Economics (or related); Proven financial management experience of 5 years of which 3 years must be at management level; Experience in municipal budgeting, In-Year Monitoring analysis, reviews and coordination; A valid Code B driving licence. Recommendation: Strong financial background specifically in Local Government. Competencies: Knowledge of applicable financial legislation, procedures and processes on a managerial level; Deal effectively with pressure, remains optimistic and meet deadlines; Attention to detail and good interpretation of numbers, graphs and financial reporting; Proven computer literacy; Excellent Communication (written and verbal) and reporting skills; Ability to write submissions, Presentation skills; People Management and conflict resolution skills.

**DUTIES**

Assess municipal budgets in respect to revenue and expenditure management; Review monthly, quarterly and bi-annual In-Year monitoring and assessments; Assess Municipal Financial Management Act implementation against framework; Provide technical assistance and research to Municipalities and subordinates; Facilitate training and other support to municipalities and subordinates; Human Resource Management.

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 06/181**

PROCUREMENT MANAGER: PROVINCIAL GOVERNMENT: SUPPLY CHAIN MANAGEMENT REF NO: PT 03/2020

**SALARY**

R733 257 per annum (Level 11) (All-inclusive salary package)

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

An appropriate 3 year B-Degree (or higher qualification) in Finance/Economics/Accounting Law; A minimum of 5 years’ experience within a Supply Chain Management environment of which 3 years must be management experience. Recommendation: Proven track record on Supply Chain Management capacitation and development. Competencies: Knowledge of procurement activities and Supply Chain Management Capacitation and Development; Written and verbal communication skills; Analytical and problem-solving skills; Research and reporting procedures.
DUTIES: Develop and implement strategies for Supply Chain Management and Asset Management capacity development; Provide knowledge management and capacity development services to internal and external clients; Give effect to capacity, knowledge and skills development through integrated and bespoke training, workshops, forums and road shows to internal stakeholders; Give effect to development strategies through supplier road shows, workshops, training and open days.

ENQUIRIES: Ms N Ebrahim at Tel No: (021) 4836 4748/8957

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/182: EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 02/2020

SALARY: R376 596 per annum (Level 09)

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma/B-degree) in Public Finance/Accounting/Economics; A minimum of 3 years’ appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Medium term Expenditure framework (MTEF) budget process and procedures; Adjustments Budget/Estimate process and procedures; Basic Accounting System and its structures; Sound organization and planning skills; Computer literacy (MS Office, Web applications and Outlook); Communication skills (written and verbal); Research and econometric skills.

DUTIES: In-year monitoring (IYM) model: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget process; Assist with the implementation and evaluation of inputs for the main budget process; Render technical support and training; Handle policy matters related to the job.

ENQUIRIES: Mr S. Arnold at Tel No: (021) 483 4945

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE: 02 March 2020 (Unless indicated otherwise)

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 06/183: HEAD: SPECIAL INVESTIGATIONS UNIT REF NO: DSD 02/2020

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3 year- B-degree or equivalent qualification; A minimum of 3 years management level experience. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Project Management; Legislative and regulatory requirements, policies and standards; Public Management and Administration; Policy analysis and development; Relationship management; Ability to compile complex reports.

DUTIES: Develop, monitor and revise methodologies for investigations; Conduct investigations within the statutory mandate sphere; Prepare analysis and assessments; Commission and manage outsourced investigations; Reporting and monitoring including drafting of factual reports which include findings and recommendations; Advise the MEC and HOD on significant risk exposure and control measures and possible actions to be
taken; Liaise with relevant stakeholders; Manage the human resources of the unit to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the Unit’s budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES
APPLICATIONS
POST 06/184
DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DSD 03/2020

SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
POST 06/185
ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DSD 05/2020

SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
POST 06/186
GENERAL FOREMAN: ADMIN (HORIZON) REF NO: DSD 01/2020

SALARY
CENTRE
REQUIREMENTS
DUTIES
furniture, equipment, electrical wiring and installation; Maintenance of gardens and grounds; Cleaning of the grounds and offices; Ensure refuse removal; Exercise control over tools, supplies and other equipment; Assist with all maintenance projects at facility when necessary; Ensure record keeping of all work done.

ENQUIRIES: Mr E Buys at (021) 986 9100

APPLICATIONS: (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS
POST 06/188 : PROGRAMME MANAGER (CHIEF ENGINEER/ CHIEF CONSTRUCTION PROJECT MANAGER) REF NO: TPW 16/2020 (X3 POSTS)

SALARY : Chief Engineer – Grade A: R1 042 827 per annum (OSD as prescribed). (All-inclusive salary package)
Chief Construction Project Manager – Grade A: R1 042 827 per annum (OSD as prescribed). (All-inclusive salary package)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving license. Or BTech or higher qualification (Built Environment field); A minimum of 6 years’ experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving license. Recommendations. Experience in management of infrastructure programmes; Project management skills, and experience in the use of Microsoft Projects or similar industry - standard project management tools; Registration with the following Professional Body - SACPCMP. Competencies: Knowledge of the following: Disciplinary measures and the application thereof; Legal compliance with the built environment; Provincial Infrastructure Delivery Management System; Technical requirements to assess appropriateness of land; Good communication (written and verbal) skills; Apply expertise and technology; Ability to undertake risk analyses and develop risk mitigation strategies; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES : Identify and extract data and information to assist client departments with the drafting of their Infrastructure Programme Management Plan, including the construction procurement strategy; Prepare the Infrastructure Programme Implementation Plan based on the client Departments’ approved Infrastructure Programme Management Plan; Manage the procurement process of projects; Manage the professional in-house project teams and relevant committees for a particular project or package of projects; Monitor and control project implementation; Manage and coordinate project information for the Project Management Information System; Manage the implementation of Facility Technical Condition Assessments.

ENQUIRIES : Mr C Croeser at Tel No: (021) 483 2848

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/189 : PROGRAMME MANAGER (CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR) REF NO: TPW 16/2020 (X3 POSTS)

SALARY : Chief Architect – Grade A: R898 569 per annum (OSD as prescribed). (All-inclusive salary package)
Chief Quantity Surveyor – Grade A: R898 569 per annum (OSD as prescribed). (All-inclusive salary package)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving license. Or Degree in Quantity Survey or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving license. Recommendations: Experience in management of infrastructure programmes; Project management skills, and experience in the use of Microsoft Projects or similar industry - standard project management tools; Registration with the following Professional Body - SACPCMP. Competencies: Knowledge of the following: Disciplinary measures and the application thereof; Legal compliance with the built environment; Provincial Infrastructure Delivery Management System; Technical requirements to assess appropriateness of land; Good communication (written and verbal) skills; Apply expertise and technology; Ability to undertake risk analyses and develop risk mitigation strategies; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

DUTIES : Identify and extract data and information to assist client departments with the drafting of their Infrastructure Programme Management Plan, including the construction procurement strategy; Prepare the Infrastructure Programme Implementation Plan based on the client Departments’ approved Infrastructure Programme Management Plan; Manage the procurement process of projects; Manage the professional in-house
ENQUIRIES: Mr C Croeser at Tel No: (021) 483 2848
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/190: ASSISTANT DIRECTOR (WALK-IN-CENTRE: VANGATE) REF NO: TPW 05/2020

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years supervisory experience. Competencies: Knowledge of the latest advances in: Public management theory and practices; Organisation development, Human Capital, Management, Institutional performance system and processes of culture change social capital development; Advance knowledge of modern systems of governance and administration; Knowledge of the following: The policies of the Government of the day, Intergovernmental and international relations Media management, Public relations, Public participation, Public transport and knowledge regarding the National Land Transport Act, 5 of 2009, Financial management prescripts; Records management, Office administration, Project management, Analysing financial data and advise on control measures. Above average Communication skills (written and verbal).

DUTIES: Management of the applications for operating licenses; Attendance of stakeholder meetings; Management and administrative duties; Effective management of business processes by utilizing the reporting capabilities of relevant system; Establish and strengthen liaison with Local Authorities and other key stakeholders; Staff & Performance Management.

ENQUIRIES: Mr P. Davids at Tel No: (021) 483 0312
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/191: ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): TECHNICAL SUPPORT SERVICES (GEOMETRIC DESIGN) REF NO: TPW 205/2019 R1

SALARY: Grade A: R344 271 - R371 130 per annum
Grade B: R391 854 - R422 139 per annum
Grade C: R448 035 - R527 772 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Bachelor of Technology in Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Recommendations: Proficient in the use of Bentley Open Roads Designer/Civil 3D or similar geometric design software packages Experience across various design stages – concept, preliminary, detail - for multidisciplinary geometric design projects; Experience compiling/preparing tender documents and supervising technical staff /teams. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES: Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature...
studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES: Mr M Hendrickse at Tel No: (021) 483 3107
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/192: ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MECHANICAL REF NO: TPW 46/2019 R1

SALARY: Grade A: R311 859-R332 799 per annum
Grade B: R353 226 - R380 775 per annum
Grade C: R402 045 - R473 574 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years' post qualification technical (engineering) experience. A valid code B driving licence. Recommendation: The ability to monitor and manage a prescribed maintenance programme for mechanical equipment in the road maintenance fleet. Proficient in the use of Bentley Open Roads Designer/Civil 3D or similar geometric design software packages Experience across various design stages – concept, preliminary, detail - for multidisciplinary geometric design projects; Experience compiling/preparing tender documents and supervising technical staff /teams. Competencies: The ability to: Evaluate and recommend offers according to specifications; Communicate all levels of management; Control budgetary costs; Proven computer literacy; Have broad understanding in all relevant aspects of the mechanical section and road construction; The ability to investigate technical problems and to find practical solutions; Written and verbal communication skills.

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

ENQUIRIES: Mr H Strydom at Tel No: (021) 483 2130
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/193: TRAINING LIAISON OFFICER: EPWP SKILLS DEVELOPMENT REF NO: TPW 81/2019 R1

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 2 years relevant experience; A valid code B manual driving licence. Recommendation: Knowledge and experience of Construction Training programmes, EPWP and National Youth Service. Competencies: Knowledge of the following: Financial Management; Public service reporting procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination; Understanding of EPWP NYS guidelines and NQF systems; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving and decision making skills; Record keeping skills.

DUTIES: Coordinate and oversee stakeholder liaison in the region; Represent EPWP/SDU and participate in municipal/district forums; Manage and oversee the recruitment and selection process of learners for the SDU programme; Promoting and marketing of training opportunities by liaising with stakeholders; Contract Management: Monitor
SDU contracts with learners, training providers and host employers; Manage and oversee sourcing of host employers; Manage learners performance and programme implementation in the region; Facilitate disciplinary processes according to learners code of conduct; Finances: Facilitate and provide input in developing budget line needs, including financial functions and the processing of payments and produce reports on project costs in relation to project objectives; Checking stipend control sheets together with attendance registers and signing of stipend control sheet.

ENQUIRIES
Mr F Jacobs at Tel No: (021) 483 8541

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/194
QUALITY CONTROL: QUALITY CONTROL (OFFICE OF THE DISTRICT ROADS ENGINEER-OUDTSHOORN) REF NO: TPW 29/2019 R1

SALARY
R316 791 per annum (Level 08)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) A minimum of 3 years technical experience working with machinery and related road construction/maintenance; A valid code C (or higher code) driving licence and PDP. Recommendations: Extensive working experience with any of the following construction plant: Roads grader; Bulldozer; Duel axel tip truck, Water truck, Chip-spreader, Crane truck, Tyre wheel roller, Vibrating roller, Front-end loader, Road marking machine, Track excavator, Tractor and grid roller or Mechanical boom; Code EC driving licence; Experience in maintenance, reparation and building of gravel and surfaced roads. Competencies: Knowledge, skills and abilities of operating and maintaining construction machinery; Proven computer literacy; Communication (written and verbal) skills; Planning and organising skills; Supervision skills.

DUTIES
Inspect and monitor work instructions, personnel and operator execution of functions, material and construction plant application, road construction and road maintenance methods; Execute skills analysis and profiling in determining training needs and/or gaps; Provide on the job/in-house training, presenting and facilitation; Ensure that construction and maintenance completed works complies to all prescribed requirements; Inspect and improve production at different road teams; Liaise with the Human Resource section regarding training and development, recruitment and leave management.

ENQUIRIES
Mr J Prodehl at Tel No: (044) 272 6071

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/195
ADMINISTRATIVE OFFICER: DOCUMENT MANAGEMENT REF NO: TPW 20/2020

SALARY
R257 508 per annum (Level 07)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years appropriate experience; A valid Code B driving licence. Competencies: Knowledge in the following: National Archives Act; National Land Transport Act 5 (2009); National Transport Regulations; Code of conduct; SOP conditions; Public Service Act; Communication (written and verbal) skills; Planning and organising skills; Problem solving skills; Ability to work independently as well as in a team; The ability to work under pressure and meet deadlines.

DUTIES
Manage staff within registry; Provide registry, messenger and driver services; Manage the franking machine; Manage the distribution and controlling of registers; Provide an electronic filing system; Manage the correct and neat filing of documentation, including maintenance of index pages in files and maintenance of file covers; Management of access of information.

ENQUIRIES
Ms E Searle at Tel No: (021) 483 0271

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 06/196
ACCOUNTING CLERK: FINANCIAL ACCOUNTING (OUDTSHOORN) REF NO: TPW 106/2019 R1

SALARY
R173 703 per annum (Level 05)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject; A valid code B driving licence Recommendations:
Relevant experience within the Finance sphere. Competencies: A good understanding of the following: BAS Financial System or similar systems; Public Finance Management Act, National/ Provincial; Treasury Instructions and prescripts; Strong computer skills (proficiency in Word/ Excel/ Outlook); Written and verbal communication skills; Ability to work under pressure and meet deadlines; Able to work independently and apply own initiative at times.

**DUTIES:**
- Processing and capturing of all payment transactions on Basic: Accounting System (BAS);
- Reconciliation between BAS and LOGIS of all payments;
- Process transactions where clearance and follow-up of asset and liability accounts and income and expenditure objectives with faulty balances are involved; Act as relieve cashier and assist in the absence of Costing Clerk as need be; Request all BAS reports monthly and per request; Administrate the financial administrative functions for the Section: Expense management with respect to processing of payments, clarifying of Ledger and Suspense Accounts; Pre – audit of transactions in addition to aspects concerning the Public Finance Management Act (PFMA); Other functions in support of the Finance Component as or when needed.

**ENQUIRIES:**
Ms M Barnard at Tel No: (044) 272 6071

**APPLICATIONS:**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 06/197:**
**ASSET CLERK: ASSET MANAGEMENT REF NO: TPW 128/2019 R1**

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

**CENTRE:**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS:**
Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A valid Code B (or higher) driving licence; Experience in accounting; Working knowledge of SCOA and Asset Management. Competencies: Good understanding of the following: Asset Management; Accounting; SCOA; Public Finance Management Act; LOGIS; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

**DUTIES:**
- Order and receive assets by ensuring that there is funding available and a need exists;
- Receive, capture and file Log1; Obtain quotes in accordance with policies and prescripts;
- Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts;
- Maintain accurate records of contracts utilised and available for use;
- Marking assets;
- Maintain an accurate ledger of assets on logis;
- Identify shortages and surpluses;
- Update asset register;
- Update theft and losses register;
- Report on movement of assets by capturing all donations received and issued;
- Download asset reports;
- Participate in annual (bi-annual) stock take;
- Check if transactions comply with legislative requirements with regards to transaction control sheet.

**ENQUIRIES:**
Mr C Matthyse at Tel No: (021) 483 4636

**APPLICATIONS:**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 06/198:**
**ACCOUNTING CLERK: EXPENDITURE MANAGEMENT REF NO: TPW 09/2020**

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

**CENTRE:**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS:**
Grade 12 (Senior Certificate or equivalent) with Accounting as a passed subject; A minimum of 6 months relevant experience in an expenditure management environment; A valid code B driving licence. Competencies: A good understanding of the following: Financial reporting skills; Proven computer literacy in MS Word, MS Excel and Outlook; Good communication (verbal and written) skills; Numerical skills; Systematic approach; Problem solving skills; Ability to work under pressure and meet strict deadlines.

**DUTIES:**
- Handle all payment activities (creditor accounts);
- Handle Subsistence and travel allowances and Cellular Phone Accounts;
- Handle the collection/re-imbursement of all Petty cash related expenditure and top-up of float;
- Handle the financial aspects regarding the maintaining of Vehicle Fleet Account;
- Handle the document control function.

**ENQUIRIES:**
Mr D Abrahams at Tel No: (021) 467 8749

**APPLICATIONS:**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
ADMINISTRATION CLERK: FLEET RENTAL SERVICES (GMT) REF NO: TPW 19/2020

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) driving licence. Relevant working experience in an administrative environment. Competencies: A good understanding of the following: National, provincial and departmental policies, prescripts and practices governing the work; Appropriate computerized systems (Fleetman); Departmental structures and procedures; Basic knowledge of technical aspects of vehicles; Communication (written and verbal) skills; Organisational skills; Ability to work in a team and independently; Ability to work under pressure; Good leadership skills.

DUTIES: Administration of the hiring/booking of government vehicles; Inspection of vehicles prior to hiring out and on return; Coordinate vehicle preparation and maintenance; License distribution of GMT Rental vehicles; Administration within section; Coordinating accident and losses reports for GMT Rental vehicles.

ENQUIRIES: Mr R Fourie at Tel No: (021) 467 4747
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

OPERATOR: GRADER (PAARL) REF NO: TPW 176/2019 R1

Re-advertisement, applicants who previously applied must re-apply as your previous application will not be considered

SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years' working experience in doing grader related activities; A valid Code EC1/EC driving licence with a valid PDP. Recommendations: Experience in the operating of the minor construction machines. Competencies: A good understanding of the following: Heavy machinery; General road maintenance, tools; Tar and gravel road surfaces; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.

DUTIES: Filling of gravel shoulders; with gravel to cut open and compacting; Deforest road reserve where necessary; Clean cutting of side drains; scrap open road surface; Gravel patchwork of road section as indicated by inspections; Wetting and opened with gravel with water truck; Cut open gravel heaps.

ENQUIRIES: Mr SH Jacobs at Tel No: (021) 863 2020
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form

CLOSING DATE: 09 March 2020

ROAD WORKER SUPERVISOR: VANRHYNSDORP (MALMESBURY) REF NO: TPW 101/2019 R1

Re-advertisement, applicants who previously applied must re-apply as your previous application will not be considered

SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 (or equivalent qualification); A minimum of 3 years' relevant experience; A valid unendorsed code EC1/EC driver’s license with a professional drivers permit (PDP) is required. Recommendations: Experience in the operating of the minor construction machines. Competencies: A good understanding of the following: Building, maintenance and reparation of roads; Communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Able to work in a team.
DUTIES: Supervise train and inspect work of a team of road workers; Carry out routine road maintenance on permanently surfaced proclaimed roads and road reserves; Repair of the bitumen road surface; Repair/erection of road signs; Perform general duties to support road specialists with respect to maintenance, reparation and building, and cleaning of roads as well as related activities.

ENQUIRIES: Mr M Erasmus Tel No: (023) 814 2646

APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncape.gov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS, Act 85/1993NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE: 09 March 2020