PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 07 OF 2020
DATE ISSUED: 21 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.

AMENDMENTS

: DEPARTMENT OF MINERAL RESOURCES: Kindly note that the post of Technical Advisor: Occupational Hygiene for Head Office: (Pretoria) with Ref No: DMR/20/0001 advertised in Public Service Vacancy Circular 05 dated 07 February 2020. The Requirements should read as follows: A relevant qualification (NQF Level 7) in Mine Environmental Control or Occupational Hygiene Plus Certificate in Mine Environmental Control and the closing date is extended to the 28th February 2020.

Gauteng: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the post of Deputy Director: Assets Management (for Head Office) with Ref No: SD/2019/05/112, advertised in Public Service Vacancy Circular 19 dated 31 May 2019 with the closing date of 14 June 2019, has been withdrawn.
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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

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

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

CLOSING DATE: 06 March 2020 at 16:00

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

MANAGEMENT ECHELON

POST 07/01: DIRECTOR: LIBRARY POLICY AND COORDINATION REF NO: 01/DAC/2020

Chief Directorate: National Archives and Library Services

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

CENTRE: Pretoria

REQUIREMENTS: An NQF Level 7 qualification as recognized by SAQA in Library and Information Science. 5 – 8 years relevant experience in policy development, governance and legislative matters relating to library and information services (LIS) at middle/senior managerial level. Knowledge of the Public Management Act, 1999, the Local Government Structures Act, 1998 and Promotion of Access to Information Act. Extensive knowledge of the Division of Revenue Act, (DORA) 2007 as it relates to the planning, monitoring and implementation of conditional grants. In-depth knowledge of national policy, including norms and standards, in respect of planning, coordination and consultation of library services. Extensive knowledge of policy development, governance and legislative matters relating to library and information services (LIS) and institutions at the national and provincial level. Extensive knowledge relating to the information society. Ability to work under pressure and meet deadlines. Computer literate. Presentation skills Good communication and interpersonal relations. Conflict resolution and team building skills. Management skills.
**DUTIES**

The successful candidate will be responsible for executing the following: Lead the development, transformation and promotion of a legislative framework for libraries in the country. Ensure effective coordination and management of the Conditional Grant Funding to provinces for community libraries. Administer, promote and develop national legislation relating to National Council of Library and Information Services (NCLIS), National Library of South Africa (NLSA), South African Library for the Blind (BLINDLIB) as well as coordinate policy as it relates to rendering of library services. Liaising at high level with role players in the LIS sector, including the NCLIS, the Legal Deposit Committee, the NLSA, BLINDLIB, SABA, the Provincial Library Services, the Provincial Library Services, the Library and Information Association of South Africa (LIASA) and IFLA. Managing the budgets, human resources and performance of the Directorate: Libraries, Policy and Coordination.

**ENQUIRIES**

Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: (012) 441 3646/3730/0823243637.

**NOTE**

Coloureds, Indians, whites and persons with disabilities are encouraged to apply.
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.

CLOSING DATE: 06 March 2020@16:00 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POST

POST 07/02: FINANCE CLERK SUPERVISOR REF NO: 20/2/1

Financial Management Division
Directorate; Stores, Services and Related Payments
Sub- Directorate; Medical Payments

SALARY: R257 508 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: Minimum requirements: Grade 12 certificate plus B Degree or three (3) years National Diploma with finance/ accounting related subjects with a minimum of two (2) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. Ability of understanding, interpreting and correctly applying financial policy and prescripts. Thorough knowledge of contract management or supply chain management processes, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/ Public Service/ Private Sector will be an added advantage. Must be Computer literate (MS Word, Excel Spread Sheets and Power Point). Thorough knowledge of programs utilised in the DOD/Public Service/Private sector including Persol/ Persal, Finance Management System (FMS)/ BAS or any other financial
related system. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in terms of State contracts. Thorough knowledge of the financial and accounting processes. Well-developed verbal and written communication skills with good interpersonal skills. Orientated towards teamwork, receptive to work-related suggestions/ideas. Positive, loyal, creative, trustworthy. In possession of a valid RSA/Military driver’s licence and willing to travel extensively on a regular basis. Ability to function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in terms of task finalisation and able to effectively function under pressure. The successful candidate will be required to complete all relevant courses.

**DUTIES**

Assisting the Senior State Accountant with the following responsibilities: Managing the office effectively, efficiently and economically. Regularly supplying the Assistant Director with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescripts and make follow ups where required. Resolve Creditor queries and monitor compliance with payment period. Manage subordinate and implement internal control measures. Successful management and clearing of suspense Accounts and Face Value Documents. Ensuring timely approval of Medical Re-imbursement Accounts. Ensuring timely approval of journals. Consolidate inputs in development of guidelines for medical payments. Assist in the management of resources (human and financial). Reporting, Investigating and following-up of all finance related irregularities. Evaluating and maintaining the security measure at the office. Training and development of all subordinate personnel. Responsible for personnel management of assets and material resorting under control of the office. Timely finalization of all audit queries. Managing and safekeeping of all related accounting documentation.

**ENQUIRIES**

Mr T.T. Nyuswa Tel No: (012) 392-2892

**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.
DEPARTMENT OF EMPLOYMENT AND LABOUR

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

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201


CLOSING DATE: 09 March 2020 at 16:00

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

ERRATUM: Kindly note that the post of Assistant Director: Public Employment Services with Ref No: HR4/4/9/9/18 advertised in Public Service Vacancy Circular 04 dated 31 January 2020 with a closing date of 17 February 2020 for Provincial Office: Mmabatho is hereby withdrawn. Sorry for inconvenience.

Enquiries: Mr OM Maluleke Tel No: (018) 387 8100.

OTHER POSTS

POST 07/03: DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/1/204

SALARY: R869 007 per annum (all inclusive)

CENTRE: Labour Centre: Queenstown


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

ENQUIRIES : Ms NP Douw-Jack Tel No: (043) 701 3128

POST 07/04 : PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/1/92

SALARY : R470 040 per annum
CENTRE : Provincial Office: East London

DUTIES : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS Programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Adv LD Mkhonto Tel No: (043) 701 3287
ANNEXURE D

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department’s Employment Equity Plan.

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:

13 March 2020

NOTE:

Applicants with disabilities are encouraged 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 academic qualification(s) including the matric certificate and ID document. The 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. 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 an employment contract with the GCIS that will be reviewed based on performance.

ERRATUM:

Kindly note that the following posts advertised in Public Service Vacancy Circular 06 dated 14 February 2020 namely: Assistant Director: International Media Engagement with Ref No: 3/1/5/1-20/11 and Principal Communication Officer with Ref No: 3/1/5/1-20-12, the posts period should be read as follows: 12 months contract.

MANAGEMENT ECHELON

POST 07/05:

DIRECTOR: LEGAL SERVICES REF NO: 3/1/5/1 – 20/13

SALARY:

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

CENTRE:

Hatfield, Pretoria

REQUIREMENTS:

Undergraduate qualification (NQF level 7) as recognised by SAQA in legal/law (LLB) or equivalent qualifications. Admitted Attorney/Advocate with five (5) years’ experience at Middle Management level with legal practice background. Driver’s license. Skills And Competencies: At an advanced level required in the following: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery and Innovation, Problem-solving and Analysis, Risk management, Change management, Knowledge Management. Operational knowledge of and exposure to Constitutional Law, Administrative Law, Corporate Law, the legislation and other prescripts applicable in public administration and the Public Service will be an added advantage. All legislation administered by GCIS SoCs, Magistrates Court Act, IGR Act, Supreme Court Act, Promotion of Administrative Justice Act, Public Service Act, PFMA and other Financial Regulations, Government Policies, Departmental policies & procedures,
Departmental prescripts, Public service regulations, Policy analysis and development. Must have excellent communication skills (both written and verbal), people management, client orientation and customer focused, and time management skills.

**DUTIES**

- Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Oversee management of contracts, service level agreement and litigation matters. Manage legal strategies and ensure legal compliance. Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Oversee and manage a detailed legal analysis of contracts. Oversee and ensure smooth and effective legal advice and support to management. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation. Maintain and effective statutory services. Oversee management of contracts, service level agreement and litigation matters. Ensure legal research and opinion drafting. Formulate legal opinions & provide legal advice and support to management. Assess and ensure department's legal capacity is strengthened during negotiations on agreements, contract and litigations. Manage and ensure quality legislation within the department. Manage legal work in accordance with national laws and Constitution. Manage the development of sound policies, legal documents, contracts, etc. i.e. Legal support in relation to policy formulation and decision-making. Manage legal strategies and ensure legal compliance. Manage all litigations for the department. Ensure compliance and advocate for legislation, regulations, acts and policies. Manage investigation projects on fraud and corrupt business and provide strategic directions. Manage resources (Human, Finance, Equipment/Assets.)

**ENQUIRIES**

- MS Z Ngwenya Tel No: (012) 473 0472

**NOTE**

- Preference will be given to African male/female

**OTHER POSTS**

**POST 07/06**

**DEPUTY DIRECTOR: MARKETING REF NO: 3/1/5/1 – 20/16**

(12 Months contract)

Directorate: Marketing and Distribution

**SALARY**

- R733 257 per annum (An all-inclusive package)

**CENTRE**

- Hatfield, Pretoria

**REQUIREMENTS**

- An appropriate National Diploma (NQF Level 6) or Degree (NQF Level 7) qualification and extensive experience over a period of 4 years of which two years should be at salary level nine or 10 and knowledge in the field of marketing. Project management-, events management- and marketing communication knowledge, skills and experience would be to your advantage. Well-developed communication- including writing and interpersonal skills. Ability to work under pressure and independently. Physical ability to carry branding material. Microsoft Office experience and or qualifications. Working outside normal office hours. Valid driver’s license.

**DUTIES**

- The successful candidate will be responsible to plan, develop and implement an integrated Marketing Communication plans for GCIS, its services and products. Conceptualisation and drafting of marketing strategies, briefs, memoranda, reports specifications motivations and all relevant documentation requiring special expertise in the fields of marketing communications. Liaison with clients, agencies, government departments and service providers. Assist in managing the marketing and promotions of GCIS products and platforms to relevant stakeholders and target audiences when required. Management of marketing systems, projects and personnel. Plan, coordinate and manage GCIS activations, exhibitions or outreach programmes or any other ad hoc event when required. Conduct impact analysis to evaluate marketing and promotional plans. Manage the day to day marketing activities by carrying out a variety of essential support functions.

**ENQUIRIES**

- Nicolette Prinsloo Tel No: (012) 473 0203.

**NOTE**

- Preference will be given to African male and Coloured Male/Female
POST 07/07

ASSISTANT DIRECTOR: MARKETING REF NO: 3/1/5/1 – 20/17

(12 Months contract)
Directorate: Marketing and Distribution

SALARY

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

CENTRE

Hatfield, Pretoria

REQUIREMENTS

An appropriate National Diploma (NQF Level 6) and extensive experience over a period of 3 years of which one year should be at salary level seven or eight and knowledge in the field of marketing. Project management- events management- and marketing communication knowledge, skills and experience would be to your advantage. Well-developed communication- including writing and interpersonal skills. Ability to work under pressure and independently. Physical ability to carry branding material. Microsoft Office experience and or qualifications. Working outside normal office hours. Valid driver’s license.

DUTIES

The successful candidate will be responsible for the monitoring and coordination on the implementation of the GCIS Marketing Strategy and Marketing Committee agreed marketing actions. Management of marketing staff members in the unit. Responsible for the monitoring and coordination of the marketing strategies developed for product owners. Recording of marketing services and events on an excel register. Managing the marketing register and traffic report document. Day to day marketing services and events support and admin related duties. Assist in planning, organising, coordinating and implementing events including branding plans. Developing and updating of an events check list/events schedule/briefs/draft memo etc. Liaison with intern and external stakeholders or service providers (e.g. following ups, sourcing/ gather information or making arrangements). Sending out invites. Management of RSVP’s.

ENQUIRIES

Nicolette Prinsloo Tel No: (012) 473 0203

NOTE

Preference will be given to White, Indian and Coloured Male/Female
GOVERNMENT PRINTING WORKS

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

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

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

CLOSING DATE
06 March 2020, 12:00 noon.

NOTE
Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

POST 07/08: WAREHOUSE SUPERVISOR (CENTRAL & MAINTENANCE STORES) REF NO: GPW20/06

SALARY: R257 508 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification, 3-5 years applicable experience in stock management/warehouse administration, Computer literacy (MS Word/Excel), Good verbal communication as well as good interpersonal skills, Numeric skills, A NQF level 6 qualification in Logistics or Supply Chain Management and/or supervisory experience will be an added advantage.

DUTIES: Supervise and manage consumables warehouse, Ensure correctness of goods received and timeously stock capturing, Ensure stock availability and accuracy, Ensure shelves are stacked and marked correctly, Conduct cycle counts, Respond to audit queries (internal and external) and ensure that recommendations are implemented, Ensure full compliance with rules and regulations applicable to warehouse, Stock replenishment, Ensure proper record management of documents, Ensure staff development, coaching, mentoring and performance appraisals, Adhere to Health and Safety Regulations.

ENQUIRIES: Ms. L Sithebe Tel No: (012) 748 6224

NOTE: In terms of employment equity target, priority will be given to Coloured/African Females and people with disabilities.
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 09 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. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful the department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 07/09 : COURT MANAGER REF NO: 20/10/FS

SALARY : R470 040 – R553 677 per annum. The successful candidates will be required to sign a performance agreement.
CENTRE : Magistrate’s Office: Bethlehem
REQUIREMENTS : A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver’s license; Experience in the court environment will be an added advantage. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Good communication (verbal and written).
DUTIES : Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
ENQUIRIES : Ms. N Dywili Tel No: (051) 407 1800
APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300.OR Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 07/10 : ASSISTANT DIRECTOR: INTERNSHIP AND LEARNERSHIP REF NO: 20/25/HR

SALARY : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : National Office: Pretoria
REQUIREMENTS: 3 years Degree or National Diploma (NQF level 6) in HRM/Development; Knowledge of Skills Development Levies Act, Employment Equity Act, SAQA, and understanding of SETA functions and requirements; Understanding of principles of Adult learning and Human Resource policies and prescripts; Knowledge of financial management in relation to PFMA; A valid driver’s license. Occupational Directed Education Training and Development Programme (ODETDP) will be an added advantage; Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Numeracy skills; Good interpersonal relations and communication skills; Ability to work independently and as part of a team; Problem solving skills and decision making skills; Project management skills; Presentation and Facilitations skills; Time management; Conflict management skills.

DUTIES: Key Performance Areas: Implement Workplace Skills Plan (WSP); Recruit and placement of interns and learners; Administer internships and Learnerships; Monitor and Evaluate internship and learnership programme; Closing of internship and learnership programme.

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

NOTE: People with disabilities are encouraged to apply.

POST 07/11: ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 20/24/HR

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

CENTRE: National Office: Pretoria

REQUIREMENTS: Three year Bachelor’s Degree/National Diploma (NQF level 6) in Human Resource Management/Development; 6 years in Human Resource; 3 years’ experience as Human Resource Practitioner; Knowledge of Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Understanding of principles of Adult learning and Human Resource policies and prescripts. Knowledge of financial management in relation to PFMA; Occupational Directed Education Training and Development Programme (ODETDP) will be an added advantage. Skills and Competencies: Planning and organizing skills; Creative thinking; Customer services orientation; Decision making skills; Organisational communication effectiveness; Problem analysis; Self-management; Team membership; Technical proficiency; Project management.

DUTIES: Key Performance Areas: Design and coordinate training programmes in the department; Provide training on programmes/courses in the department; Assist in the facilitation of the provision of training by external service providers; Assist in the evaluation and monitoring of the provision training programmes in the department; Develop and review training and development policies and strategies; Provide effective people management.

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

NOTE: People with disabilities are encouraged to apply.

POST 07/12: ADMINISTRATION OFFICER REF NO: 20/VA04/NW

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

CENTRE: Groot Marico Magistrate Court

REQUIREMENTS: Three year Bachelor’s Degree /National Diploma in Administration (NQF level 6) or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations;
Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

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

ENQUIRIES: Ms. L Shoai Tel No: (018) 397 7054
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE: All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

POST 07/13: CHIEF ADMINISTRATION CLERK REF NO: 20/23/SLA

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

CENTRE: Office of The Chief State Law Advisor: Cape Town

REQUIREMENTS: Grade 12 or equivalent qualification; 3 years’ experience in general/office administration. Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy (MS Excel, PowerPoint and word); Ability to work under pressure and work independently.

DUTIES: Key Performance Areas: Supervise and render general clerical support services; Type and format correspondences and legal work finalized by state law advisers; Provide IT support for the office; Supervise and provide supply chain and personnel administration within the component; Supervise and provide financial administration support services in the component; Compile weekly and monthly statistics; Supervise human resources/staff.

ENQUIRIES: Ms P. Leshilo Tel No: (012) 357 8240
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.
DEPARTMENT OF MILITARY VETERANS

The Department Of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS

Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.

FOR ATTENTION

The Acting Director: Human Resource Management

CLOSING DATE

06 March 2020 at 16h00.

NOTE

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test.

OTHER POST

POST 07/14:

DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE:
KWAZULU NATAL REF NO: DMV01/02/2020

SALARY:
R733 257– R863 748 per annum (Level 11) (All inclusive)

CENTRE:
Western Cape

REQUIREMENTS:
An appropriate Bachelor's Degree/National Diploma or equivalent with 3-5 years appropriate working experience at Assistant Director Level and understanding of Stakeholder relations policies and legislation, Intergovernmental guidelines, Government wide policies, Ability to interpret and apply policies and legislations. Be able to work independently. Skills: Negotiations, Report writing, Research, Presentation, Analytical, Project Management, Strategic Planning, Motivational, Decision making, Facilitation and Change Management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment.

DUTIES:
Co-ordinate the management of provincial offices and oversee the work performed of provincial offices. Develop and facilitate the implementation of policies and procedures that relates to provincial office management and stakeholder relations. Facilitate the establishment of fully functional provincial offices. Oversee the work of provincial offices in order to ensure that professional and ethical standards are maintained. Administer the provision of provincial office management services. Facilitate the development, implementation and monitoring of provincial operational plans. Ensure overall co-ordination of provincial offices activities. Oversee the performance of provincial offices in line with set targets. Co-ordinate the development and submission of provincial performance reports. Identify challenges in the co-ordination with partners at provincial level and identify proactively appropriate solutions. Track service provision and plan future service coverage. Manage
the distribution of resources to provincial offices. Co-ordinate establishment of sound relations with stakeholders. Support provincial offices in establishing and maintaining sound relations with stakeholders and in implementing stakeholder management interventions. Facilitate the implementation of regulatory framework in relation to stakeholder management. Support the provincial offices in identifying challenges related to the management of stakeholders and to devise appropriate interventions to manage such challenges. Keep provincial offices informed updated regarding upcoming events and disseminate any other information that is of relevance to provincial offices. Facilitate the development, signing and monitoring of MOU between the department and its stakeholders, and, as needed, facilitate the development of MOUs. Liaise and co-ordinate with governmental, non-governmental institutions and other structures including national as well as international with regard to services rendered to military veterans. Advice the department and stakeholders on identification of service gaps. Co-ordinate the identification of access points in all provinces.

ENQUIRIES : Ms Dineo Masemola/Mr Caiphus Mailula Tel No: (012) 765 9454
The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

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

CLOSING DATE: 09 March 2020

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

ERRATUM: Kindly note that the post of ICT Administrator with Ref No: Recruit 2019/431 with the closing date of 24 December 2019 advertised in Public Service Vacancy Circular 44 dated 06 December 2019 has been withdrawn.

MANAGEMENT ECHELON

POST 07/15: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/29

National Prosecutions Services
(1 Re-advertisement)

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

CENTRE: DPP: Mmabatho (X2 Posts)

REQUIREMENTS: A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. Computer skills.

DUTIES: Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters, in the high court, the highest court of appeal and
the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state’s case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court.

ENQUIRIES: Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS: e-mail Recruit202029@npa.gov.za
NOTE: Candidates who previously applied are encouraged to apply

OTHER POSTS

POST 07/16: PROGRAMME MANAGER REF NO: RECRUIT 2020/30
Sexual Offences and Community Affairs

SALARY: R869 007 per annum (Level 12) (Total Cost Package)
CENTRE: Head Office: Pretoria
REQUIREMENTS: A recognized legal degree/an appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science. Project management qualification. Minimum six years’ experience in the field of sexual offences and/or domestic violence. Knowledge of PFMA and management of gender based violence. Good planning skills. Good administrative and organizational skills. Financial management skills. Good verbal and written communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Knowledge of Project Management software. Valid driver’s license is required. Candidate must be prepared to travel.

DUTIES: Setting up of Thuthuzela Care Centres. Liaison with stakeholders. Monitoring and evaluation of current Thuthuzela Care Centres. Effective and efficient implementation of the Thuthuzela project. Day to day administration and management of the project. Coordination of training on sexual offences. Coordination of public education in sexual offences. Manage dissemination process. Setting standards and quality control. Assist in budget planning including donor funding, drawing up a detailed work plan for the project. Compile reports for submission to the Special Director of the Sexual Offence and Community affairs unit and Director Administration. Any other task the special Director deems necessary.

ENQUIRIES: George Maphutuma Tel No: (012) 845 6171
APPLICATIONS: e-mail: Recruit202030@npa.gov.za

POST 07/17: HEAD COURT CONTROL PROSECUTOR 2 REF NO: RECRUIT 2020/31
National Prosecutions Services

SALARY: R510 432 - R1 192 947 per annum (Level SU-1 to SU-2) (Excluding Benefits) (Total Cost Package)
CENTRE: CPP: Queenstown (Aliwal North)
REQUIREMENTS: A recognized four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.

DUTIES: Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the Lower
courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State case in court, to lead witnesses, cross examine and address the court on inter alia, or conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES
Nomfuneko Ntapane Tel No: (046) 602 3046
APPLICATIONS: e-mail Recruit202031@npa.gov.za

POST 07/18: DISTRICT COURT PROSECUTOR
National Prosecutions Services

SALARY: R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits) (Total Cost Package)
CENTRE: CPP: Odi (Bafokeng) Ref No: Recruit 2020/32
CPP: Port Elizabeth ( Humansdorp) Ref No: Recruit 2020/33
REQUIREMENTS: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver’s licence will be a requirement where applicable.
DUTIES: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES: CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450
APPLICATIONS: CPP: Odi (Bafokeng) e-mail: Recruit202032@npa.gov.za
CPP: Port Elizabeth (Humansdorp) e-mail: Recruit202033@npa.gov.za
NOTE: Relevant service certificate must accompany the application

POST 07/19: COURT PREPARATION OFFICER
National Prosecutions Services

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE: CPP: Modimolle Ref No: Recruit 2020/34
CPP: Port Shepstone (Scottburgh) Ref No: Recruit 2020/35
CPP: Witbank (eMalahleni) Ref No: Recruit 2020/36
(Kwa-Mhlanga) Ref No: Recruit 2020/37
CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2020/38
REQUIREMENTS: An appropriate B Degree (NQF level 7) or Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioral Studies. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
DUTIES: Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
ENQUIRIES: CPP: Modimolle: Thuba Thubakgale Tel No: (015) 045 0285
CPP: Witbank Gift Chiloane Tel No: (013) 045 0623
CPP: Port Shepstone Sifiso Ntombela Ref No: (031) 334 5084
CPP: Klerksdorp (Potchefstroom) Flora KalakgosiTel No: (018) 381 9041
APPLICATIONS: CPP: Modimolle e-mail: Recruit202034@npa.gov.za
CPP: Port Shepstone (Scottburgh) e-mail: Recruit202035@npa.gov.za
CPP: Witbank (eMalahleni) e-mail: Recruit202036@npa.gov.za
Kwa- Mhlanga e-mail: Recruit202037@npa.gov.za
CPP: Klerksdorp (Potchefstroom) e-mail: Recruit202038@npa.gov.za
## POST 07/20
**Library Assistant**
**Ref No:** Recruit 2020/39  
**Salary:** R173 703 per annum (Level 05) (Excluding Benefits)  
**Centre:**  
- DPP: Limpopo  
**Requirements:**  
- Grade 12 or equivalent qualification. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.  
- Provide administrative support services. Assist with information requests.  
**Enquiries:** Thuba Thubakgale  
**Applications:**  
- Tel No: (015) 045 0285  
- e-mail: Recruit202039@npa.gov.za

## POST 07/21
**Human Resources Clerk**
**Ref No:** Recruit 2020/40  
**Salary:** R173 703 per annum (Level 05) (Excluding Benefits)  
**Centre:**  
- DPP: Mmabatho Ref No: Recruit 2020/40  
- DPP: Limpopo Ref No: Recruit 2020/41  
**Requirements:**  
- Grade twelve (12) or equivalent qualification. Knowledge of Human Resources Management in the Public Service. Sound Knowledge of PERSAL. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.  
**Duties:**  
- Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.  
**Enquiries:**  
- DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041  
- DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 0265  
**Applications:**  
- DPP: Mmabatho e-mail: Recruit202040@npa.gov.za  
- DPP: Limpopo e-mail: Recruit202041@npa.gov.za

## POST 07/22
**Human Resources Clerk**
**Ref No:** Recruit 2020/42  
**Salary:** R173 703 per annum (Level 05) (Excluding Benefits)  
**Centre:**  
- DPP: Johannesburg  
**Requirements:**  
- Grade twelve (12) or equivalent qualification. Knowledge of Human Resources Management in the Public Service. Sound Knowledge of PERSAL. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.  
**Duties:**  
- Provide secretariat function during interviews. Recruitment and selection: advertisements; appointments; transfers; qualification verification. Implement conditions of service: leave; housing; injury on duty; long service recognition; overtime; relocation and PILLIR. Performance management. Service terminations.  
**Enquiries:** Khensani Manganye  
**Applications:**  
- Tel No: (011) 220 4266  
- e-mail: Recruit202042@npa.gov.za

## POST 07/23
**Registry Clerk**
**Ref No:** Recruit 2020/43  
**Salary:** R173 703 per annum (Level 05) (Excluding Benefits)  
**Centre:**  
- DPP: Limpopo Ref No: Recruit 2020/43  
- DDPP: Durban Ref No: Recruit 2020/44  
**Requirements:**  
- Provide administrative support services. Assist with information requests.  
**Duties:**  
- Provide secretariat function during interviews. Recruitment and selection: advertisements; appointments; transfers; qualification verification. Implement conditions of service: leave; housing; injury on duty; long service recognition; overtime; relocation and PILLIR. Performance management. Service terminations.  
**Enquiries:**  
- Khensani Manganye Tel No: (011) 220 4266  
**Applications:**  
- e-mail: Recruit202042@npa.gov.za
DDPP: Port Elizabeth Ref No: Recruit 2020/45

REQUIREMENTS: Grade twelve (12) or equivalent qualification. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.


ENQUIRIES: DPP: Limpopo: Thuba Thubakgale Tel No: (015) 045 0265  
DDPP: Durban Sifiso Ntombela Tel No: (031) 334 5084  
DDPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450

APPLICATIONS: DPP: Limpopo e-mail: Recruit202043@npa.gov.za  
DDPP: Durban e-mail: Recruit202044@npa.gov.za  
DDPP: Port Elizabeth e-mail Recruit202045@npa.gov.za

POST 07/24 : ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/46
National Prosecutions Services

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

CENTRE: Head Office Pretoria

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Secretarial related qualification will be an added advantage. Experience in performing general administrative functions will be an added advantage. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Ensure compliance with NPA policies and guidelines and all relevant prescripts. Administrative support to the Director Administration operate office equipment like fax machines and photocopierson. Making copies and binding documents.

ENQUIRIES: Gija Maswanganyi Tel No: (012) 845 6944
APPLICATIONS: e-mail: Recruit202046@npa.gov.za

POST 07/25 : ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/47
National Prosecutions Services

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

CENTRE: DDPP: Durban

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

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

ENQUIRIES: Sifiso Ntombela Tel No: (031) 334 5084.
APPLICATIONS: e-mail: Recruit202047@npa.gov.za

POST 07/26 : MESSENGER DRIVER REF NO: RECRUIT 2020/48
National Prosecutions Services

SALARY: R145 281 per annum (Level 04) (Excluding Benefits)

CENTRE: DPP: Mpumalanga

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures will be an added advantage. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver’s license.
DUTIES: Maintain an effective and efficient messenger service. Delivery and collection of documents in and around Gauteng. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

ENQUIRIES: Gift Chiloane Tel No: (013) 045 0623
APPLICATIONS: e-mail: Recruit202048@npa.gov.za.

POST 07/27: SWITCHBOARD OPERATOR REF NO: RECRUIT 2020/49
National Prosecutions Services

SALARY: R145 281 per annum (Level 04) Excluding Benefits
CENTRE: DDPP: Middelburg
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Experience in switchboard and administrative function will be an added advantage. Knowledge of public service legislation. Good written and verbal communication skills. Knowledge in programs MS Word; Excel; PowerPoint and Outlook. Planning and organizing skills. Client orientation and customer focus.

DUTIES: Answer incoming calls. Keep staff extension number register up-to-date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.

ENQUIRIES: Gift Chiloane Tel No: (013) 045 0623
APPLICATIONS: e-mail: Recruit202049@npa.gov.za
The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

**CLOSING DATE**: 09 March 2020 at 12:00 pm.

**NOTE**: Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line to the e-mail address mentioned below. No late applications will be accepted. Kindly note: applications that are not compliant with the above requests will not be consider (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not fill the below-mentioned posts.

**MANAGEMENT ECHELON**

**POST 07/28**: DIRECTOR: STAKEHOLDER ENGAGEMENT AND SECRETARIAT

**FUNCTIONS REF NO**: S023/2020

(2 Years Fixed Term Contract)

**Division**: Economic Policy (EP)

**Purpose**: To support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of National Treasury. The current identified primary responsibility is to fulfil the secretariat and support functions for the Presidential Economic Advisory Council (PEAC), to ensure all administrative functions to support the PEAC are successfully completed and to provide technical and administrative support for NT in other engagements.

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

**CENTRE**: Pretoria

**REQUIREMENTS**: Degree in Economics/ Econometrics. A minimum 5 years’ experience at a middle management level (Deputy Director) in economic policy analysis. Knowledge and experience in stakeholder management. Knowledge of the different research engines, analysis and the ability to interpret economic policy outcomes.

**DUTIES**: Some key outputs include: Co-ordinate and provide technical input for stakeholder forums. Provide timely and strategic guidance and advice on Treasury input to stakeholder forums, in particular the PEAC and its relation to National Treasury, and actively engage across the division and department to ensure that intelligence from the PEAC is incorporated into work programs on an ongoing basis. Plan and manage databases related to stakeholder forums. Draft speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister for use in stakeholder forums that reflect strategic priorities and needs of the Treasury. Develop National Treasury positions on policy matters discussed in stakeholder forums and consult within National Treasury in order to ensure that these positions are supported. Represent National Treasury at identified external stakeholder meetings, in particular the PEAC. Identify and build strong interpersonal relations with key individuals in the Treasury, Presidency and PEAC to facilitate better engagements. Policy advice: Prepare and/or oversee the preparation of speaking & briefing notes, memos and speeches based on policy-relevant issues discussed at stakeholder forums for use by DDG, DG and Minister on other platforms. Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders in general. Draft documents
for consultation with stakeholders. Programme and Project management: Prepare project plans for identified stakeholder forums, clearly demarcating the required NT inputs and the strategic value thereof. Monitor and report on project plans. Ensure effective knowledge management by keeping all information on a shared drive, including strategy documents and meeting minutes, agendas etc. Develop policies, procedures and service level agreements in line with mandates. May include the development of a travel policy for PEAC members and an SLA between the presidency and the secretariat. Budget & MTBPS: Manage & coordinate team assumptions process. Manage and/or provide inputs into Chapter 2 of Budget Review and MTBPS based on stakeholder forum intelligence. Assist with number checking, proof reading and Q&A. Human resource & Financial Management: Prepare an annual budget and procurement plan for stakeholder forums where Treasury have secretariat responsibilities. Plan & drive directorate research agenda based on stakeholder forums’ needs. Plan directorate training schedule. Ensure prudent management of funds.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.EP@treasury.gov.za

POST 07/29: DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S026/2020 (X2 POSTS)
Division: Intergovernmental Relations (IGR)
Purpose: To provide advice to municipalities and their entities in the monitoring and implementation of budget allocations pertaining to the evaluation and assessment of these municipal budget performance in the development and maintenance of financial and non-financial information.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree Economics/ Public Finance/ Accounting. A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in Local Government planning, financing and budgeting. Knowledge and experience in the application of the MFMA, within the Local Government set-up. Knowledge and experience of the Local Government operational aspects and the publication of information. Knowledge and experience in the dissemination of data and information. Knowledge and experience in report writing and analysis of financial information.

DUTIES: Some key Outputs include: Strategic Budget Oversight and Support: Provide strategic guidance on the budget preparation process of Local Government. Monitor and assess municipal budgets and facilitate alignment with broad national priorities. Participate in annual budget visits to municipalities for oversight and support. Formulate budget assessment reports to support the utilisation of the following municipal stakeholders: National Treasury, Minister of Finance, TCF, Budget Council, Budget Forum, PCC, SCOF in the NCOP and Cabinet. Implementation and Monitoring of Municipal Budgets: Monitor revenue and expenditure utilisation within municipalities and formulate corrective steps for implementation. Co-ordinate municipal mid-year budget and performance assessment practices. Verify information for correctness contained in budget statements and reports prior to publication. Intergovernmental Budget Co-ordination: Coordinate budget and financial data for IGFR, MTBPS, Budget Review and other National Treasury publications. Compile a chapter on the bi-annual Local Government Budget and Expenditure Review. Contribute to provincial and municipal CFO Forum meetings by presenting the status quo on municipal finances their challenges and possible solutions. Provide advice to sector departments in dealing with municipal budget and their finances and provide solutions on disputes between organs of state. Financial Management and Budget Reform: Promote financial management awareness within municipalities through information sessions and circulars. Provide guidance and monitor budget implementation in alignment with the MFMA within municipalities. Initiate Local Government Budget Reform Agenda and the implementation of the new budget formats. Provide guidance to municipalities on prudent financial management practices in line with funding compliance based on tabled and adopted budgets. Assist with the maintenance of the financial and non-financial database in line with the budget reform.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.IGR@treasury.gov.za 25
POST 07/30: SENIOR ECONOMIST: PRIMARY SECTOR REF NO: S028/2020

Division: Economic Policy (EP)

Purpose: To monitor, evaluate and advise on economic developments in the primary sector, specifically pertaining (but not limited to) agriculture and mining. To provide analysis of the socio-economic impacts of related policy proposals in conjunction with stakeholders in government. To initiate research on key policy issues and represent National Treasury on external forums/committees.

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

CENTRE: Pretoria

REQUIREMENTS: Minimum of a degree in Economics/ Econometrics. A post-graduate qualification will be an advantage. A minimum 4 years’ experience obtained in an economic policy analysis environment. Knowledge and experience of applied microeconomics. Knowledge and experience of the latest trends in research and research tools Knowledge and experience in the dissemination and interpretation of economic policy outcomes.

DUTIES: Some key Outputs include: Sector Analysis: Research, analyse and compile reports on developments in the primary sector and identify the implications thereof for government policies and priorities e.g. growth, employment and investment. Initiate research and provide in-depth analysis of the socio-economic impact of related policy proposals. Plan and manage databases of micro-economic and macro-economic indicators to assist in economic analysis. Draft speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister. Develop National Treasury positions on real economy and related policy matters Policy Advice: Prepare speaking & briefing notes, memos and speeches based on policy-relevant issues in the primary sector. Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders. Draft documents for consultation with stakeholders. Represent National Treasury on inter-governmental and other external forums and committees. Research: Identify research gaps, initiate and conduct research into policy-relevant developments in the primary sector. Analyse research results and (where appropriate) initiate benchmarking exercises with international institutional best practices and trends. Engage (internal & external) stakeholders on policies which affect key government priorities e.g. growth, employment and investment in the primary sectors. Budget & MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis, updates, tables, charts. Assist with number checking and proof reading. Project Management: Plan and execute research projects (2 or more people).

ENQUIRIES: Human Resources on Tel No: (012) 315 5100.

APPLICATIONS: may be sent via e-mail to Recruit.EXEC@treasury.gov.za

POST 07/31: DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENT REF NO: S024/2020

(2 Years Fixed Term Contract)

Division: Economic Policy (EP)

Purpose: To support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of National Treasury. The current identified primary responsibility is to fulfil the secretariat and support functions for the Presidential Economic Advisory Council (PEAC), to ensure all administrative functions to support the PEAC are successfully completed and to provide technical and administrative support for NT in other fora engagements.

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

CENTRE: Pretoria

REQUIREMENTS: Degree in Economics/General Management. A Minimum 3-4 years’ experience in Office administration and a stakeholder management area. Knowledge of intermediate economic concepts. Knowledge and experience of stakeholder management. Knowledge and experience of administration with report writing skills, and financial management skills important.

DUTIES: Some key Outputs include: Administrative support: Draft travel submissions and make travel arrangements for identified external stakeholders. Event
organisation including catering and venues, as well as technology solutions for meetings such as video and teleconferencing. Manage the diaries of the different stakeholder forums and cross reference with MoF and NT senior management availability. Effective communication with high level external and internal stakeholders that enhances the reputation of the National Treasury. Draft correspondence/ memos. Pre-emptively check what is happening on agendas, alert managers to key issues that may be developing / outstanding items form previous minutes in good time. Follow up on all outstanding agenda items with responsible parties to ensure timely submission and escalate to manager should submissions fail to come through. Information management: Collect and co-ordinate information for manager. Prepare draft Agenda’s, minutes and records for stakeholder forums with input from manager with sufficient understanding of the economic concepts being discussed to be able to effectively communicate these concepts in minutes and agendas. Manage an effective database to keep records for the Stakeholder forums inputs and outputs and related information; ensuring the effective knowledge management of PEAC and other forums. Project management: Input into the drafting of project plans for identified stakeholder forums. Report on responsible actions within the project plan. Execute work within approved policies, procedures and service level agreements. Financial Management: Prepare draft annual budget and procurement plan for directorate. Ensure prudent management of funds through budget projections and monitoring of actual expenditure. Analyse and advise on quotations for procurement of goods and service.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.EP@treasury.gov.za

POST 07/32 : DEPUTY DIRECTOR: ENTERPRISE RISK ANALYST REF NO: S020/2020
Division: Office of the Director-General (ODG)
Purpose: To facilitate the execution of Enterprise Risk Management processes as a key enabler to enhance and maintain business continuity in assisting National Treasury to meet its core objectives.

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma/Degree qualification in Risk Management/Auditing/Economics. A minimum 4 years’ experience obtained in Risk Management practices at a middle managerial level, Knowledge and experience of risk mitigation processes, Knowledge of the broader risks management guidelines and standards.

DUTIES : Some key outputs include: Facilitate Enterprise-Wide Risk Assessments: Conducts risk identification, analysis and evaluation with strategic partners within the National Treasury. Initiate the updating of NT’s risk register for conformity of objectives to improve effectiveness of business. Engage stakeholders within business units with the sole purpose of extracting information to integrate within the draft risk reports as per identified risks for mitigation. Conducts Risk Education, Training and benchmarks: Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles. Conduct workshops on risks mitigation processes for implementation within National Treasury. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies. Establish and Maintain and Improve Risk Capabilities: Analyse NT’s strategic objectives and compare against risks factors. Analyse NT’s audit findings and implement action plans for execution and mitigation. Analyse the loss control register and make recommendations on the improvement of the management of risk capabilities. Develop Risk Mitigation Plans for National Treasury: Enhance action plans for the identification and alignment of risks. Monitor the status of risk mitigation action plans for improvement. Provide reports on the negative and positive impact of envisaged mitigation plans for implementation.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.IGR@treasury.gov.za
POST 07/33: ADMINISTRATOR: SPECIAL PROGRAMMES REF NO: S022/2020
Division: Corporate Services (CS)
Purpose: Provide a National Treasury wide administrative support service aligned to special programmes in the Disability, Gender Mainstreaming, childhood development and Wellness Programmes.

SALARY: R316 791 per annum (Excluding benefits)
CENTRE: Pretoria

DUTIES: Some key outputs include: Support Persons Living with Disability: Assist employees living with disabilities with logistical challenges during attendance of meetings and workshop. Facilitate travel documentation of employees living with disability when accompanying them on official trips. Provide administrative support for implementation of disability disclosures and awareness for employees. Develop and maintain the database for employees living with disabilities. Gender Mainstreaming Support: Provide support during the gender-based events. Coordinate information for calendar events themes and provide inputs to gender-based concepts. Provide inputs on gender-based compliance reports. Employee Wellness Programme Support: Provide inputs on EWP compliance reports. Promote EWP annual events. Provide support during the EWP annual events and advice on EWP services procedures. Liaise with service provider on administrative matters. Manage the bookings for massage services offered by National Treasury. Secretariat to Transformation and Wellness Committee: Coordinate meetings on monthly basis to committees and forums. Arrange the bookings of boardrooms and Invitations. Prepare the agenda and documents to be issued. Take minutes and manage the registers for committee meetings. Manage Children’s Waiting Area: Administer the children’s attendance register. Supervise and monitor the safety of children. Report any problem which may occur with the children during the waiting period. Help children keep good hygiene. Maintain a neat and organised child waiting area. Report damaged equipment in the facility. Keep the waiting area and equipment safe and clean.

ENQUIRIES: Human Resources Management on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.OMIN@treasury.gov.za

POST 07/34: SOURCING ADMINISTRATOR REF NO: S025/2020
Division: Corporate Services (CS)
Purpose: To execute the requisition process and liaise relevant identified suppliers on the alignment and compliance pertaining to agreed SLA’s.

SALARY: R316 791 per annum (Excluding benefits)
CENTRE: Pretoria
REQUIREMENTS: A minimum National Diploma/Degree in Procurement/Logistics/ Supply Chain Management. A minimum 2 years’ experience obtained in a Supply Chain Management environment. Knowledge of the functionality of Supply Chain Management and financial systems (e.g Logis/ BAS). Knowledge of the Supply Chain Management policies and procedures.

DUTIES: Some key outputs include: Verify validity of requests for quotations: Execute purchase orders from approved requisitions and liaise with suppliers on orders and ensure specifications are understood by suppliers. Liaise with contract/ supplier to complete requisitions in accordance with approved Sourcing & Procurement prescribes. Review and verify supporting documentation for correctness. Amend proposal on confirmation of stakeholders. Gender Advice Proposals on the Procurement System: Publish request for quotation, review received quotes, capture surrogate quotes and evaluate. Review and verify supporting documentation for correctness prior to advice on system. Amend or cancel request for proposals on the system on confirmation of stakeholders. Initiate creation of orders on system: Receive spot buy request and analyse spot buys specification and business criticality Align and adhere to budget allocations and execute regular reviews to determine if costs were spending properly. Verify supporting documentation of order request prior to approval and cancel, maintain or amend orders on system where discrepancies have been detected. Invoice distribution and clarification: Initiate the validation of invoices for relevance when liaising with stakeholders in confirming the accuracy of orders. Liaise with suppliers on outstanding or late deliveries of
goods and determine actual dates. Collaborate with stakeholders to resolve issues with invoices, damaged goods and shipment dates for specified items. Develop and implement measurements to monitor performance of suppliers against contract terms and conditions.

ENQUIRIES : Human Resources Management on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.CS@treasury.gov.za
OFFICE OF THE CHIEF JUSTICE

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

### APPLICATIONS

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<tr>
<th>Centre</th>
<th>Note</th>
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<tbody>
<tr>
<td>Gauteng</td>
<td>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 Kruiis Street, Johannesburg.</td>
</tr>
<tr>
<td>KwaZulu-Natal/Pietermaritzburg</td>
<td>Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.</td>
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### CLOSING DATE

<table>
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<tr>
<th>Post 07/35</th>
<th>Other Posts</th>
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<tr>
<td>06 March 2020</td>
<td>07/35: JUDGES SECRETARY REF NO: 2020/26/OCJ</td>
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<tr>
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<td>SALARY: R257 508 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<td>CENTRE: Pietermaritzburg High Court</td>
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<td>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.</td>
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<td>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</td>
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assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge’s library and updating of documentation; Execute Legal Research as directed by the Judge and comply with Prescripts; Departmental Policies, Procedures and Guidelines.

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

POST 07/36: TYPIST REF NO: 2020/27/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. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word); Problem solving and analysis, Good Communication skills (verbal and written), Accuracy and Attention to detail. Ability to work under pressure.

DUTIES: Typing of Court orders, typing of urgent applications, scan and save draft orders; record work in register for monthly statistics. Attend to queries and perform other Administration duties as may be allocated from time to time.

ENQUIRIES: Ms T Mbalekwa Tel No: (011) 335 0404
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

For Attention: Mr M Lehong

Closing Date: 06 March 2020 at 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. 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 also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

Management Echelon

Post 07/37: Senior Sector Expert: Infrastructure Ref No 010/2020
CD: Economy and Infrastructure

Salary: R1 057 326 per annum (Level 13). (All-inclusive salary package per annum)

The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

Centre: Pretoria

Requirements: A 3-year tertiary qualification (NQF 7) in Civil Engineering, Project Management, Infrastructure/ Built Environment or equivalent with at least 8 years’ relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) as well as in Monitoring and Evaluation will be an added advantage. A valid driver’s licence. Demonstrable public sector leadership acumen with a developmental lens. Extensive knowledge and experience in Civil Engineering/Infrastructure
Project Implementation; and infrastructure sector analysis. Deep understanding of key policy imperatives of government, including relevant public sector governance prescripts. Thorough understanding of the National Development Plan (NDP), and Medium Term Strategic Framework and experience in performing monitoring and evaluation in the infrastructure sector. Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. Well-developed innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the relevant legislation and regulations, including the Public Service Act (PSA), Public Finance Management Act (PFMA). Willingness to travel on a regular basis.

Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. Development orientation and the ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Good computer literacy skills. 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.

**DUTIES**

The successful candidate will be responsible to support the Outcomes Facilitator: Economy and Infrastructure in the performance monitoring and evaluation of the MTSF and NDP as well as providing expert services in the development of intervention strategies and plans in consultation with stakeholders. This entails Monitoring the implementation and achievement of the expected results as prioritised in the MTSF and NDP in the infrastructure sector and providing guidance and support to the departments with regards to the departmental strategic and annual plans to ensure alignment with the MTSF and NDP. Monitor performance of the government and the sector towards achievement of results as outlined in various government plans. Conduct research and analyse cabinet, memorandums. Provide expert advice in evaluations. Prepare briefing notes for political principals and provide technical support to the governance structures and bodies. Support the Outcomes Facilitator in fulfilling of the Chief Directorate’s statutory responsibilities in terms of PSA, PFMA, Human Resources planning for the Chief Directorate. Ensuring effective and efficient business/operational plan and annual performance plan for the Chief Directorate. Ensure effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.

**ENQUIRIES**

Mr N Nomlala Tel No: (012) 312-0452
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

CLOSING DATE: 06 March 2020 at 16H00

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

People with disabilities are encouraged to apply.

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

OTHER POSTS

POST 07/38: SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2020/33

SALARY: R473 820 - R1 140 828 per annum (All-inclusive salary package) (OSD)

CENTRE: Pretoria Regional Office

REQUIREMENTS:
A tertiary qualification (LLB) with at least 8 years’ appropriate post-qualification legal experience, Prepared to travel on an ad hoc basis, willing to adapt work schedule in accordance with professional requirements, A valid driver’s licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management (Regulations in terms of the Public Finance Management Act), Code of Conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES: Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents on respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents (contracts, guarantees, etc); engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters,
Implement and monitor delegated powers as required by National Treasury and the PFMA. Conduct research and provide professional legal assistance, advice and support. Draft and verify legal documents. Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services, regarding litigation and arbitration in which the Department is involved. Provide an advisory and supportive role to Project Managers and the Regional Office. Ensure the extent and effectiveness of advice and opinions provided. Ensure the extent of compliance with related standards.

ENQUIRIES: Mr GZ Nonyane Tel No: (012) 310 5004
APPLICATIONS: Pretoria Regional Office. The Regional Manager Department of Public Works, Private Bag X 229 Pretoria. 0001 or Hand deliver at 251 Nana Sita Street, Corner Nana Sita and Thabo Sehume Street, Pretoria.
FOR ATTENTION: Ms MJ Masubelele
POST 07/39: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER
ORGANISATIONAL DEVELOPMENT (HRM) REF NO: 2020/34
SALARY: R316 791 per annum
CENTRE: Port Elizabeth Regional Office
REQUIREMENTS: A three year tertiary qualification in Social Science or Psychology. Registration with South Africa Council for Social Services Professions (SACSSP) as a Social Worker or the HPCSA as a Psychologist. Appropriate knowledge in Employee Wellness Programmes as well as short term counselling. Computer literacy. A valid driver’s licence and willingness to travel are essential.
DUTIES: Health and productivity management: Facilitate education and awareness on chronic illnesses and mental health; support the department on management of incapacity. HIV & TB management: Mainstream HIV & AIDS into the core functions of the department; conduct HIV & TB awareness; promote protection of human rights and improve access to justice. Wellness management: implement preventative and curative programs to address social, financial and emotional wellness; encourage work life balance. Health and Safety management: create awareness on health and safety behaviour. Establish strategic partnerships for programme implementation.
ENQUIRIES: Mr SS Mdlaka/Ms PT Buwa Tel No: (041) 408 2131/2344
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION: Ms F. Clark
POST 07/40: SENIOR PERSONNEL PRACTITIONER: (HRR & P) HUMAN RESOURCES MANAGEMENT REF NO: 2020/35
SALARY: R316 791 per annum
CENTRE: Port Elizabeth Regional Office
REQUIREMENTS: A three year tertiary qualification in Human Resource Management, Public Management/ Administration, Management Sciences or related fields. Appropriate relevant experience. Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration, Computer literacy (MS Word, Excel, PowerPoint), Basic numeracy, Interpersonal and diplomacy skills, Communication and reporting abilities, Innovative and creative, The ability to work in stressful situations, People oriented, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Provide administrative support to recruitment and selection processes. Advertise posts, Capturing of applications, advice Line Managers on the HR Recruitment best practices, post filling of the positions Ensure adherence to effective implementation of policies, regulations, and acts with regard to HR recruitment and planning. Process appointments, transfers, promotions, relocations and movements on the PERSAL system. Maintain and provide related statistical information. Management of learners and interns within the unit.
ENQUIRIES: Ms. S. Mafanya Tel No: (041) 408 2157
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056.
FOR ATTENTION: Ms. F. Clark
POST 07/41 : ADMIN CLERK: (PROVISIONING& LOGISTICS) REF NO: 2020/36

SALARY : R173 703 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate experience in Payments (An appropriate National Diploma/Degree will be an added advantage) Record keeping skills, communication skills and good interpersonal skills Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).

DUTIES : Receive original invoices and copy of delivery note from the supplier and transit to capture on LOGIS Capture and re-authorise all payments to be made to the supplier Capture any credit notes received from suppliers on the system and authorisation of it Capture any disallowances on invoices received from suppliers on the system Capture any memo received from Treasury for backdated price increases and the pre-authorisations Forward the relevant documents to financial delegate for final authorisation of payments Ensuring that relevant approvals are obtained before any advanced payments are made to suppliers Make enquiries on invoices, credit notes, disallowances, back dated price increases and payments sent through to the financial system and re-submit transactions.

ENQUIRIES : Ms. T Bomela Tel No: (047) 702 7046
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
FOR ATTENTION : Ms N Mzalisi
ANNEXURE M

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

CLOSING DATE : 06 March 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.

ERRATUM: Kindly note that the following positions advertised in Vacancy Circular 04, 05 and 06 of 2020. have reference: Director: Corporate Service Legal Support (Ref: 3/2/1/2020/043), Surveyor General (Ref: 3/2/1/2020/052), Chief Director: Cadastral Advisory and Research Services (Ref: 3/2/1/2020/053), Chief Director: National Geo-Spatial Information (Ref: 3/2/1/2020/054), Deputy Surveyor General (Ref: 3/2/1/2020/055), Deputy Surveyor General (Ref: 3/2/1/2020/056), Deputy Surveyor General (Ref: 3/2/1/2020/057), Deputy Surveyor General (Ref: 3/2/1/2020/058), Deputy Surveyor General (Ref: 3/2/1/2020/059), Director: Cadastral Information, Maintenance and Supply Services (Ref: 3/2/1/2020/060), Director: Property Management (Ref: 3/2/1/2020/065), The Pre-entry Certificate for Senior Management Services (SMS) for the above positions has been removed as a requirement. The Closing date has been extended to 28 February 2020. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

POST 07/42 : DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2020/073
Directorate: Quality Assurance

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

CENTRE : Pretoria

DUTIES
Ensure quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementing standards as well as reviewing files. Verify completeness of information on Section 42D and 42E submissions. Manage preparations for the tabling of submissions to the Quality Control Committee or any other approval structure. Coordinate support and training to Regional Offices and Quality Assurance. Develop, implement and manage Land Claim Purchase Systems for valuation and land purchase offers. Develop a database of valuation request. Send request to the Office of the Valuer General (OVG). Send valuation certificate to the Provinces. Vet purchase offers. Analyse facts of each case in line with offer certificate. Communicate offers to the Provinces. Update database. Coordinate the formulation of creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery. Develop a monitoring and accountable system for valuation request, valuation reports received from OVG, land purchase and financial compensation offers. Facilitate the development of a system for queries on land claims settlement submission. Advise and assist the office on all issues of compliance regarding Policy and legislation. Check if the submission is in line with the Policy. Address gaps on the Policy.

ENQUIRIES
Mr M Pilane Tel No: (012) 407 4451

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

NOTE
Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS
POST 07/43
PROJECT OFFICER: LAND RIGHTS REF NO: 3/2/1/2020/074
Directorate: Tenure Reform Implementation
Re-advertisement, applicants who applied previously must reapply

SALARY
R257 508 per annum (Level 07)

CENTRE
Free State (Motheo/Xhariep District)

REQUIREMENTS

DUTIES
support. Conduct administrative tasks related to the implementation of land rights programmes. Ensure proper filling. Ensure speedy responses to enquiries. Ensure speedy and effective resolution to Ministerial and DG tasks.

**ENQUIRIES**
Ms Z Mokoena Tel No: (051) 447 6140

**APPLICATIONS**
Applications can be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

**NOTE**
Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
ANNEXURE N

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

CLOSING DATE : 06 March 2020 at 16h00. Applications received after the closing date will not be considered.

NOTE : Note that this is a re-advertisement (refer to PSVC 04 of 2020), applicants who previously applied do not need to re-apply. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with certified copies of qualifications (certified in the past 6 months) and ID document. Proof of citizenship if not RSA citizen, indicating three contactable reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered.

The below positions will not form part of the Department’s establishment. The Department reserves the rights not to fill or withdraw any advertised post.

MANAGEMENT ECHELON

POST 07/44 : MANAGER – PROGRAMME MANAGEMENT UNIT
(On Contract Ending 31 July 2023)
Re-Advertisement

SALARY : R1 057 326 – R1 245 495 per annum
CENTRE : Pretoria

REQUIREMENTS : A Master’s degree in Management, Business Administration, or other field relevant to the scope of the assignment, or equivalent relevant professional experience (at least 3 years’) in Management and/or Business Administration. Excellent analytical, training, report writing, presentation, and technical documentation drafting skills are essential. Fluency in English (spoken and written) is mandatory. A minimum of 10 years of professional experience in Management including at least 5 years of professional experience in Project Management of developmental programmes implemented in South Africa. Proven experience in working with Government and other public sector stakeholders in the area of Project Management.
DUTIES: Exercise oversight over Programme implementation and will report to the responsible senior management from the DSBD. Responsible for coordination among the implementing partners for Programme implementation. Responsible for coordination with the Technical Assistance Team (TAT) and ensuring that the Budget Support Component is fully supported by the TAT. Collaborate with the Director Research in the DSBD and other implementing partners and will communicate with National Treasury (NT) and the European Union Delegation (EUD) to ensure compliance with Financing Agreement requirements, programme implementation rules. Identify, develop and implement training initiatives that will improve and/or drive the Programme implementation at the management level. Draft and finalise the required Programme payment files necessary for submission to the EUD when requesting Budget Support tranches. Oversee and guide the drafting and finalisation of the required Programme implementation workplans by the partners in a timely manner. Oversee and guide the revision of the Budget Support Component Business Plan. Develop and implement a compliance monitoring system for the Programme. Ensure that compliance to the applicable processes and procedures is adhered to until the formal closure of the Programme. Draft and finalise the required periodic reports (annual and quarterly) and performance plans necessary for monitoring the use of the Budget Support funds according to applicable timelines. Develop a framework to coordinate and report on SMME Official Development Aid.

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

OTHER POST

POST 07/45: DEPUTY MANAGER – PROGRAMME MANAGEMENT UNIT
(On Contract Ending 31 July 2023)
Re-Advertisement

SALARY: R733 257 – R863 748 per annum
CENTRE: Pretoria
REQUIREMENTS: A Master’s degree in Accounting, Auditing, Financial Management or other field relevant to the scope of the assignment, or equivalent relevant professional experience (at least 3 years’) in Auditing and/or Financial Management. Excellent analytical, training, report writing, presentation, and technical documentation drafting skills are essential. Fluency in English (spoken and written) is mandatory. At least 8 years of professional experience in Project Management including 5 years of professional experience in financial management, including undertaking financial and performance audits in South Africa. Proven experience in working with Government and other public sector stakeholders in the area of financial management and/or auditing. Proven experience in formulating, leading / delivering, and assessing training workshops and programmes for participants from the public sector.

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

the Manager for the PMU in the development of a framework to coordinate
and report on SMME Official Development Aid.

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

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

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

FOR ATTENTION: Ms E Steenkamp

CLOSING DATE: 06 March 2020

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

OTHER POST

POST 07/46: SOCIAL WORK SUPERVISORS GRADE 1 (X4 POSTS)

SALARY: R384 228 per annum

CENTRE: Groenkloof Forum Office Park

REQUIREMENTS: Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of relevant Public Service Legislation. Proficient in at least three South African languages. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. Understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Willingness to work shifts. Competencies needed: Computer literacy. Planning and organising skills. Communication (written, verbal) and liaison skills. Customer care skills. Problem-solving skills. Interpersonal skills. Business ethics skills. Counselling skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confidentiality. Self-starter. Customer focused. Adaptive. Ability to compile complex reports.

DUTIES: Provide comprehensive, telephonic, one-stop client social work supervisory services with regard to the care, support, protection and development of vulnerable individuals, and families in line with social development.
programmes. This would include the following: Respond to escalated telephonic assessments referred by supervisees, Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically by the responsible service centers, Provide continuous support, counseling, guidance and advice to supervisees implementing recommended interventions, Monitor and evaluate the effectiveness of the recommended interventions, ensure reporting on progress and identify further/amended interventions to address the identified conditions, Study, interpret, apply and give guidance on legislation and policies in the identified work fields to supervisees and other role-players/stakeholders, Perform statutory functions escalated by supervisees, compile reports and other tasks emanating from these matters, Ensure that records of social work interventions, processes and outcomes are produced and maintained. Supervise and advise social workers. This would, inter alia, entail the following: Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service, Professional and general supervision of the relevant staff, Quality control of the work delivered by supervisees, Advise supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of supervisees, Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively by, inter alia, mentoring and coaching. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES

: Ms N Malvern Tel No: (012) 740 9650
DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an equal opportunity department and the Department’s intention is to promote equity through the filling of these posts.

APPLICATIONS:
Please forward your application via email to: recruit@dtps.gov.za or hand deliver your application to Department of Telecommunications and Postal Services, Block E, Ground Floor, iParoli Office Park, 1166 Park Street, Hatfield, Pretoria, 0001 (quoting the relevant reference in the subject line).

CLOSING DATE:
06 March 2020

NOTE:
Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Pasport. Applications received after the closing date will not be considered. E-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. All shortlisted candidates for SMS positions 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 using the mandated DPSA SMS competency assessment tool. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV’s submitted will be destroyed after a three (3) month period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

POST 07/47:
DEPUTY DIRECTOR-GENERAL: ICT POLICY AND STRATEGY REF NO: DDGICT

Re-Advert: Applicants who previously apply are encouraged to re-apply

SALARY:
R1 521 591 per annum (An all-inclusive package)

CENTRE:
Pretoria, Hatfield

REQUIREMENTS:
An NQF 8 qualification in an engineering field with eight (8) years senior management experience of which five (5) years’ management experience should be in a policy or regulatory environment. Alternatively, an NQF level 8 qualification in the following fields: Economics/Law/Public Policy with eight years’ senior management experience in the ICT and Digital Economy environment. A Master’s degree in any of the fields mentioned above, will be an added advantage. Skills And Competencies: At an advanced level required in the following: A comprehensive understanding of the ICT including Digital, Cloud, IoT, AI and Big Data. Published peer review works in Policy Journals will be an added advantage. A strong background and understanding of global ICT Policy environment. Understanding of AGILE, digital transformation and data sovereignty issues. Monitoring and evaluation methodologies. Government operations, policies and legislation. Understanding of internationally recognized research methodologies. Data collection and analysis methods and understanding of policy legislation. Strategic management capabilities to lead the ICT Policy and Strategy Branch. Communications skills (both written and verbal).

DUTIES:
The successful candidate will provide strategic management and leadership in the development of the Information and Communication Technology’s (ICT) policy and regulatory framework including reviewing and monitoring implementation as well as its impact on the wellbeing of the citizens of South Africa. The candidate must have a deep understanding of Global trends in ICT and Digital Technologies. The candidate must understand the functioning of
the ITU, OECD ICT unit, ICANN and all respective sub-structures and related organizations. He or she must understand global ICT dynamics, trade wars including services dialogue within the WTO and other regional trade organizations. The candidate must understand of Europe’s GDPR and implications to European companies residing in SA and be able to develop strategies on how to respond to such. Understanding import tariffs and how they impact universal broadband services and mobile communications. Develop a Data Price Policy of South Africa with objectives of reducing data pricing. Establish methodologies for the delivery of informed and robust ICT policies and regulatory frameworks in support of an inclusive growth of the South African economy. Ensure that development of ICT policies and regulatory frameworks are underscored by credible quantitative and qualitative analysis. Establish methodologies for ICT policy and strategy implementation, monitoring and evaluation, and review in order to measure its impact on the wellbeing of the citizens of South Africa. Ensure an effective promotion and practice of good corporate governance and compliance in accordance with all relevant legislation, regulations, declarations, treaties, memorandum of understandings, etc. Perform generic management functions attached to the seniority of the post. Oversee the development and management of the strategic planning of the branch.

ENQUIRIES : Louisa Tel No: (012) 421 7006 and Tania Tel No: (012) 427 8184
DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 06 March 2020

NOTE: Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 07/48: EXECUTIVE MANAGER: COMPLIANCE REF NO: BEE/COMP 021
(Broad-Based Black Economic Empowerment (B-BBEE) Commission)
Overview: provide strategic leadership on compliance, advocacy, education & awareness and verification functions.

SALARY: R1 251 183 per annum (Level 14) (All-inclusive Remuneration Package).

CENTRE: Pretoria

REQUIREMENTS:
An undergraduate qualification (NQF Level 7) in Public Administration or Business Management/Social Science/Legal 5 years’ relevant experience at senior management level. Strategic management; leadership; analytical; verbal & written communication; project management; negotiation; time management; conflict management; Financial management, presentation and report writing; Knowledge of the Constitution, PFMA, National Treasury Regulations and B-BBEE Act will be an added advantage.

DUTIES:
Provide strategic leadership on the management of advocacy, education and awareness functions: Provide strategic leadership on the development and implementation of advocacy and capacity building policies, strategies and plans. Provide strategic leadership on the management of partnerships, advocacy and networking within the Commission and regulatory agencies. Provide strategic leadership on the education and awareness sessions to ensure compliance with the B-BBEE legislation. Provide strategic leadership on the roll-out of interventions to rural and other marginalised areas. Provide strategic leadership on the advocacy, education and awareness programmes, monitoring and evaluation thereof. Provide strategic leadership in ensuring that expanded outreach and feedback mechanisms are in place. Provide strategic leadership on the compilation/publication and distribution of information brochures. Provide strategic leadership on the management of compliance monitoring and evaluation functions. Ensure development of a compliance strategy. Provide strategic leadership on the management of legislative compliance. Provide strategic leadership on the management of compliance incentives. Monitor the detection and development of interventions for compliance gaps. Provide strategic leadership on the registration and analysis of B-BBEE transactions. Provide strategic leadership on the receipt and analysis of compliance reports. Provide strategic leadership on the monitoring of compliance trends. Provide strategic leadership on the issuing of advisory opinions, guidelines and practice notes. Provide strategic leadership on the provision of client contact centre services and ensure its efficiency. Ensure establishment and resourcing of the Client Contact Centre. Oversee the provision of efficient client interface and feedback mechanism. Ensure the development and monitoring of service delivery standards. Ensure
encouragement of client comments and the monitoring thereof. Take prompt corrective measures to enforce “in-time” client response. Provide strategic leadership on the implementation of verification processes. Provide strategic leadership on the development of verification policies, systems, processes and procedures. Provide strategic leadership on the conducting of verification inspections. Provide strategic leadership on the provision of recommendations for corrective measures against verification practitioners. Ensure that penalties are imposed on non-compliant verification practitioners. Present report on trends to the Management Committee. Manage and account for the resources of the division. Manage the human resources of the Division. Manage the financial resources in terms of the provisions of the PFMA. Ensure accountability for allocated assets. Develop and manage strategic planning, monitor and evaluate risk plan for the division.

ENQUIRIES : Ms M Manyelo Tel No: (012) 649 0920
APPLICATIONS : can be hand delivered to the B-BBEE Commission offices, 420 Witch-Hazel Avenue, Eco-Grades 2, Block C, Eco-Park, Centurion, 0144 or can be forwarded to careers@beecommission.gov.za Applicants must indicate the name and reference number of the position they are applying for on the email subject. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Recommended candidate(s) will be subjected to Personnel Suitability Checks. Appointed candidate(s) will undergo security clearance processes.

NOTE : Applications must be submitted on a prescribed and signed Z83 form accompanied by detailed CV and certified copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to 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 B-BBEE Commission reserves the right not to fill any advertised position(s).

CLOSING DATE : 06 March 2020

POST 07/49 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ODG/SCM 001
Overview: To manage and oversee the procurement of goods and services within the dti and to ensure compliance about relevant legislation, regulations and directives in this regard and also oversee the payment to suppliers and management and maintain the departmental asset register.

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Public Administration/Supply Chain Management.5 years’ relevant Middle/Senior Managerial experience in Supply Chain Management within the private and/or public sector. Key Requirements: Experience in supply chain management policy development and implementation. Experience in the implementation and maintenance of procurement systems and processes. Experience in asset management. Experience in the management of processing payments as well as stores and stores items. Experience in managing travel and transport contracts. Experience in stakeholder management, project management, financial management, people management and change management. Strategic capability and leadership skills. Knowledge of PFMA, PPPF Act, Income Tax Act, AG Act, Public Service Regulation and Public Service Act. Proficient in MS Packages.

DUTIES : Management of procurement of goods and services: Oversee and ensure correct implementation and maintenance of prescribed Procurement System. Develop new policies and review existing policies to ensure compliance to PFMA, PPPFA, Treasury Regulations and other National Treasury prescripts. Oversee and manage the process of issuing official orders for the procurement of goods and services, and ensure requests are approved per the departmental Financial Delegations and within agreed time frames. Ensure that monthly, weekly and daily reports from Logis are generated and monitored to identify any discrepancies in the utilization of the system. Ensure that any recommendations on changes to be made the Logis system are reported to National Treasury. Ensure that sufficient security measures are in place on
LOGIS, to prevent fraudulent transactions. Determine and manage agreed turnaround times in the process of procuring goods and services. Oversee and manage the compilation and issuing of monthly reports on outstanding commitments, the value of store items issued and procurement spend on HDI suppliers. Review and analyse daily statistics on several orders issued and requests for orders not processed and implement corrective action if necessary. Compile the annual Business Plan and obtain inputs from all SCM staff members. Ensure that Business Plan is aligned with divisional Business Plan and communicate approved Business Plan with staff. Advice divisions on procurement processes and procedures. Oversee and manage the monthly operational reporting and implement corrective measures where necessary. Manage the processing of payments: Oversee and manage the processing of order based payments within the prescribed period of 30 days. Oversee and manage the processing of travel-related payments within the prescribed period of 30 days. Ensure that all payments made are in accordance with the prescribed processes and procedures. Implement and maintain control measures in monitoring the number and value of invoices received and processed. Review and analyse daily statistics on invoices received and paid and implement corrective action if necessary. Report weekly, monthly, quarterly and annually on number and value of invoices received and processed. Oversee, manage and report any possible irregular expenditure. Manage and monitor outstanding commitments against open orders and implement processes and procedures to ensure that invoices are received timely and paid within the allocated budget. Ensure that outstanding commitment reports are sent to divisions monthly. Report monthly on the number and value of orders issued. Prepare and submit responses to audit findings within agreed turnaround times. Management of stores and stores items: Oversee and manage departmental Stores and Store Items to ensure compliance to prescribed policies, processes and procedures. Ensure that stock levels are as per approved minimum and maximum numbers and that stock is always available. Appoint capable officials in writing to conduct quarterly stock counts. Ensure that quarterly stock counts are conducted and that any discrepancies are investigated, reported and corrected. Evaluate existing control measures and implement additional control measures if necessary to prevent any fraudulent transactions or theft taking place. Oversee and manage the issuing of store items to ensure correct quantities and items are issued and that records are updated accordingly. Ensure that all surplus and redundant items are disposed off in accordance with Treasury Regulations. Report monthly on the number and value of store items issued to different cost centres. Assets Management: Ensure that a correct and concise asset register is implemented and maintained on the prescribed system. Ensure compliance to prescribed Legislation, National Treasury Guidelines and departmental policies. Review system and policies on an annual basis and implement amendments if necessary. Oversee and manage the bi-annual asset verification process. Ensure that Logis records are reconciled with physical asset verification and those discrepancies are reported and investigated. Oversee and manage the monthly reconciliation between BAS and Logis and ensure that incorrect allocations are corrected and all new purchases are correctly categorised. Ensure that all surplus and redundant assets are disposed off in accordance with Treasury Regulations. Compile inputs into annual financial statements in accordance with National Treasury Guidelines. Compile responses to audit findings within agreed timeframes. Oversee and manage monthly operational reports indicating the number and value of assets per division. Oversee and manage the issuing, repairs and replacement of Category A and C cell phones. Awareness of Supply Chain Management. Manage the facilitation of awareness sessions. Communicate the benefits and impact of Supply Chain training. Provide advice to an official within the organisation on Supply Chain Management compliance requirements. Conduct presentation on Supply Chain Management. Management of Travel and Transport Contract. Oversee and manage contracts concluded with three travel agencies to facilitate and arrange all dti travel requirements. Attend quarterly meetings with appointed travel agencies and ensure compliance with agreed Service Level Agreements. Manage the appointment of new travel agencies every second year via a formal tender process. Review and amend the Subsistence, Travel and Transport Policy on an annual basis. Put processes in place to ensure that requests for air tickets, accommodation and car rentals are attended to.
within the agreed turnaround times and in the most cost-effective manner. Report monthly on the number and value of air tickets issued, number and value of accommodation arranged and number and value of car rentals facilitated. Compile and submit detail travel reports to divisions quarterly. Oversee and manage the Public-Private Partnership contract for the provision of fleet vehicles to the department. Attend and represent the department at the monthly SteerCom meetings with Department of Transport, National Treasury and the serviced provider (Phavis World). Oversee and manage the daily operations about the issuing, servicing and usage of pool vehicles. Implement processes and procedures to detect any possible misuse of pool vehicles and take necessary action to prevent a re-occurrence. Report monthly on the usage of pool vehicles and monitor reports to ensure the most cost-effective usage of vehicles. Directorate Management: Manage financial resource and assets of the unit. Manage the staff and personnel in the unit. Manage the strategic planning of the unit and execution of the operational plan.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE: In terms of the dti’s EE requirements, preference will be given to African, Indian and White male candidate as well as persons with disabilities.

POST 07/50: DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: CCRD/KM 001
Overview: To manage, coordinate and monitor the development and implementation of research, analysis and knowledge management programmes of the CCRD.

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Social/Economic and Management Sciences. 5 years’ relevant experience at a middle/senior managerial level in a research and knowledge management environment. Key Requirements: Experience in developing and maintaining knowledge management & research analysis systems. Experience in research and policy analysis. Experience in Corporate Governance. Experience in stakeholder management, people management, financial management, project management and report writing. Analytical thinking skills, research methodology, market analysis and statistical analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and Interpersonal skills. Proven strategic planning and management, leadership skills and people management. Corporate Governance: Ethics, Risk, Fraud Prevention and Control.

DUTIES: Develop and maintain knowledge management and research analysis systems for the CCRD: Develop and manage programmes for the division. Research best practice, conduct impact assessments and benchmarks. Develop knowledge management and research analysis systems. Maintain the knowledge management and research analysis systems. Provide strategic direction for the division and ensure effective research, analysis and knowledge management: Manage and direct the development and implementation of strategies, policies, protocols, norms and standards. Put the mechanisms in place to monitor the division's outputs. Provide general advice on research within the CCRD Division and the stakeholders in line with the policies. Direct the allocation of resources for programmes deliverables and monitor all aspects. Monitor all research activities within the CCRD: Monitor the development of guidelines to be used when conducting the research. Ensure monitoring of research conducted based on the guidelines. Provide an executive summary of the recommendations of the research. Manage the recommendations and findings for decision-making purposes. Ensure effective promotion of knowledge management within the CCRD: Promote access to, and advice on, information to the CCRD. Guide the process of turning tacit and explicit knowledge into Institutional knowledge. Ensure effective monitoring and review of knowledge management practices. Monitor effective management of the research conducted: Ensure effective analysis conducted on the sectorial problems as emerged. Disseminate information on the impact of the knowledge management programmes of the CCRD. Provide information on research that has been conducted in the support request. Compile the report on the findings thereof. Review and evaluate practices, norms and standards: Review the effectiveness of research practices, norms and standards. Asses the implications of the present norms and standards.
Recommend mechanism for management intervention. Directorate Management: Management of financial resource and assets of the unit. Manage the staff/ personnel. Manage the strategic planning of the unit and execution of the operational plan.

ENQUIRIES
Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE
In terms of the dti’s EE requirements, preference will be given to Coloured, Indian and White males as well as people with disabilities.

OTHER POST

POST 07/51
DEPUTY DIRECTOR: TRANSVERSAL, MANAGEMENT AND LEADERSHIP PROGRAMMES REF NO: CMSD/LC 006
Overview: To manage training and development of employees regarding Transversal, Management and Leadership Development Programmes and competencies.

SALARY
R733 257 per annum (Level 11) (All-inclusive remuneration package)

CENTRE
Pretoria

REQUIREMENTS
A three-year National Diploma/B Degree in Human Resource Development/Management and/or Social Science. 3-5 years’ relevant managerial experience in a Human Resources Development environment.

Key Requirements: Experience in the management of Transversal, Management and Leadership programmes Experience in financial management, project management, report writing, and stakeholder management. Experience in facilitation of Compulsory Induction Programme modules in the public service will be added advantage. Communication skills (Verbal & Written), facilitation and presentation skills, interpersonal skills, planning and organising, research skills, mentoring and coaching. Knowledge and understanding of learning and development principles and methodologies. Knowledge and understanding of Human Resource Strategy in the Public Service, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Skills Development Act, HRD Strategy in the public sector and Skills Levy Act. Proficient in MS Office packages. Willingness to travel as and when required.

DUTIES
Manage the delivery of Transversal, Management and Leadership programmes: Conduct research and benchmarking advice on transversal programmes best practice. Ensure procurement of service providers for the delivery of transversal programmes. Ensure the development of and customisation of training content for relevant transversal and management development programmes. Facilitate the approval of the customised training material developed by service providers. Identify gaps and changes required in the training material and ensure the material is amended accordingly. Establish and build partnerships with the dti business units, role players and external stakeholders. Provide advice on the implementation of transversal programmes. Compile monthly, quarterly and annual programme evaluation reports. Assisting with the review of manuals. Liaise with the National School of Government and other training institutions on available Management and Leadership programmes. Market and communicate transversal programmes. Facilitate the nomination process for participating in learning programmes. Manage implementation of induction, coaching and mentoring programmes: Manage the delivery of Departmental Induction Programme and Compulsory Induction Programme. Ensure engagement and establishment of a relationship with internal and external stakeholders for the implementation of the Induction Programme. Financial Management: Provide budget input for incorporation into the overall training budget. Facilitate the payment of service providers as per PFMA and Treasury Regulations. Prepare budget and monitor expenditure to ensure spend is compliant and remains in line with budget parameters. Report accurately on budget variance and provide monthly feedback. Ensure compliance with administrative controls over funds, contracts and procurements to preclude fraud or mismanagement of funds within the budget. Sub directorate management: Manage employee performance and capacity development in line with the dti’s Performance Management Policies and Procedures. Implement the approved business plan for the sub-directorate. Manage the Transversal, Management and Leadership unit. Consolidate sub-directorate reports for all programmes.
ENQUIRIES     : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
NOTE          : In terms of the dti's EE requirements, preference will be given to Coloured female, White male and people with disabilities.
Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan, Therefore coloured male/female and people with disabilities are encouraged to apply.

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4034.

CLOSING DATE: 06 March 2020

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

POST 07/52: ASSISTANT DIRECTOR: RURAL ROADS MANAGEMENT

REF NO: DOT/HRM/2020/03
(Branch: Road Transport)
(Chief Directorate: Road Infrastructure and Industry Development)
(Directorate: Road Infrastructure Planning)
(Sub-directorate: Rural Roads Management)

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

REQUIREMENTS: A recognised NQF level 6 /7 in the built environment, preference will be given for Transport Planning, Civil Engineering or Town and Regional Planning with at least three years’ experience. Note: The following will serve as strong recommendations: Understanding of relevant prescripts and road infrastructure development skills. Knowledge of Public Finance Management Act, DORA and the Treasury Regulations. Analytical thinking and problem solving skills. Strategic capability and leadership. Excellent liaison and communication skills (written and verbal). Project Management skills. Coordination Management skills. Stakeholder Management skills. Innovative and customer focused, action oriented and result driven. Must be willing to travel extensively and work irregular hours. Must have a valid driver's license.


ENQUIRIES: Mr K Sebei Tel No: (012) 309 3399
ANNEXURE S

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 06 March 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 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.

ERRATUM: Kindly note that the post of Administration Officer: Water Use Authorisation with Ref No: 291119/33 advertised in Public Service Vacancy Circular 41 dated 15 November 2019, the requirements for the post is a National Diploma or Degree in Public Management / Administration or relevant field.

MANAGEMENT ECHELON

POST 07/53 : DIRECTOR: CORPORATE COMMUNICATIONS REF NO: 060320/01
Branch: Corporate Services

SALARY : R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE : Head Office Pretoria
REQUIREMENTS : A Bachelor’s Degree or NQF level 7 qualification in Communications/Journalism or relevant. At least ten (10) years working experience in a communications environment with five (5) years’ experience at a Middle/Senior management level. At least five (5) years supervisory working experience in a communications environment where communications with provincial communicators are managed. News writing and content development expertise. Proficiency in at least three (3) official languages. Knowledge and understanding of content management. Knowledge of techniques and procedures for the planning and execution of internal communications operations. Disciplinary knowledge in communication and media studies. Knowledge and practical working experience in copy writing news writing, copy editing and proofreading. Proven writing ability skills. Financial management and knowledge of the PFMA is an added advantage. An understanding of and commitment to government objectives, policies and programmes. Knowledge and experience in programme and project management skills. Client orientation and customer focus. Good communications skills. Ability to travel nationally. Accountability and ethical conduct. Good people management and empowerment skills. Ability to work under pressure and meet deadlines.

DUTIES : Promote and facilitate content and activities for an effective internal communication culture. Create internal communication platforms and mediums. Coordination with provincial communication staff for effective implementation. Manage content for online platforms. Activation plans with entities for effective implementation. Profile the Department through marketing and brand strategies including media buying. Develop multi-media communication products and advertisements. Promote language diversity in
the Department through the Language unit. Efficient administration support. Effective administrative and operational support.

**ENQUIRIES**  
Mr S Ratau  
Tel No: (012) 336 6813

**APPLICATIONS**  
Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**  
Ms. L Mabole

**POST 07/54**  
DIRECTOR: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE  
REF NO: 060320/02  
Branch: Chief Operations Office: North West

**SALARY**  
R1 057 326 per annum (Level 13) (all Inclusive salary package)

**CENTRE**  
Mmabatho

**REQUIREMENTS**  
A relevant Degree at NQF 7 in the fields of Engineering, Business, Built Environment or Programme Management. Six (6) to ten (10) functional experience in programme and project management Environment. Five (5) years at middle/senior managerial level. Registration with ECSA as Professional Engineer will be added advantage. A valid driver’s license (Attach a copy). Knowledge of relevant legislative framework such as Public Service Regulation, Public Finance Management Act. Knowledge and application of Treasury regulations, Dora and Grap guidelines and policies. Sound knowledge of risk management, corporate governance and internal controls. Knowledge and application of Technical report Writing and project management. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

**DUTIES**  
Ensure effective coordination and implementation of the regional Bulk Infrastructure programme to meet the water targets. Coordinate with Head Office and regional teams (water resources, institutional, financial, planning, implementation, legal) to ensure the successful planning and implementation of the Regional Bulk Infrastructure Programme. Ensure effective sector participation. Support Water Services Authorities through the Regional Office to develop projects plans and ensure that implementation takes place within the defined scopes and timeframes.

**ENQUIRIES**  
Mr C Lobakeng  
Tel No: (018) 387 9547/9502

**APPLICATIONS**  
North-West (Mmabatho): For purposes of response handling, please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**  
Ms. L Mabole

**POST 07/55**  
DIRECTOR: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE  
REF NO: 060320/03  
Branch: Chief Operations Office: Eastern Cape

**SALARY**  
R1 057 326 per annum (Level 13) (all Inclusive salary package)

**CENTRE**  
King Williams Town

**REQUIREMENTS**  
A relevant Degree at NQF 7 in the fields of Engineering, Business, Built Environment or Programme Management. Six (6) to ten (10) functional experience in programme and project management environment. Five (5) years at middle/senior managerial level. Registration with ECSA as Professional Engineer will be added advantage. A valid driver’s license (Attach a copy). Knowledge of relevant legislative framework such as Public Service Regulation, Public Finance Management Act. Knowledge and application of Treasury regulations, Dora and Grap guidelines and policies. Sound knowledge of risk management, corporate governance and internal controls. Knowledge and application of Technical report Writing and project management. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management,
client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct.

**DUTIES**

Ensure effective coordination and implementation of the regional Bulk Infrastructure programme to meet the water targets. Coordinate with Head Office and regional teams (water resources, institutional, financial, planning, implementation, legal) to ensure the successful planning and implementation of the Regional bulk Infrastructure Programme. Ensure effective sector participation. Support Water Services Authorities through the regional office to develop projects plans and ensure that implementation takes place within the defined scopes and timeframes.

**ENQUIRIES**

Ms P Makhanya Tel No: (043) 604 5402

**APPLICATIONS**

Eastern Cape (King Williams Town): For purposes of response handling Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Ms L Mabole

**POST 07/56**

**DIRECTOR: DEBT MANAGEMENT REF NO: 060320/04**

Branch: Finance

CD: SCM

**SALARY**

R1 057 326 per annum (Level 13) (All-inclusive package)

**CENTRE**

Head Office Pretoria

**REQUIREMENTS**

A relevant tertiary qualification at NQF level 7. Five (5) years in financial management experience at middle/Senior management level. Knowledge of business and management principles. Knowledge and experience of strategic planning, resource allocation and human resources management. Knowledge and understanding Public Service Act Regulations, Treasury Regulations, PFMA and applicable auditing standards. Knowledge of promotion of Access to information Act. Working experience of policy and strategy development. Sound knowledge of risk management, corporate governance and internal controls. Knowledge and experience of programme, project management and financial management. Strategic capability, leadership, change management, knowledge management, service delivery innovation skills. Good problem solving, analysis, people, diversity management, client orientation and customer focus skills. Excellent communication skills. Accountability and ethical conduct.

**DUTIES**


**ENQUIRIES**

Mr F Moatshe Tel No: (012) 336 7647

**APPLICATIONS**

Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Ms L Mabole

**NOTE**

This post is targeted for African, Coloured, Indian, White Females

**OTHER POSTS**

**POST 07/57**

**CHIEF ENGINEER GRADE A REF NO: 060320/05 (X3 POSTS)**

Branch: Infrastructure Build, Operate and Maintenance

CD: Infrastructure Development

Re-advertisement, applicants who have previously applied are encouraged to re-apply

**SALARY**

R1 042 827 - R1 192 365 per annum (All-inclusive OSD salary package) This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in
relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate’s current salary advice.

CENTRE: Head Office Pretoria
REQUIREMENTS:

An Engineering degree (B Eng / BSc Eng) or relevant qualification. Six years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver’s Licence (Attach copy). Extensive post-registration experience as a registered Professional Engineer (Pr. Eng) is recommended. Registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr. CPM) or PMP Certification will be beneficial. Experience in the planning, design and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of large infrastructure projects. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management knowledge and experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering are recommended. High level communication skills (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.). Must be able to work independently, be self-motivated, responsible and reliable.

DUTIES:
To manage and oversee all aspects of project implementation. Co-ordinate the implementation of a portfolio of mega-projects. Co-ordinate water users’, institutions’ and stakeholders’ input for decision-making on infrastructure projects. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the Department’s interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure the co-ordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the co-ordination of management of both external and internal stakeholders on the infrastructure projects. Would be beneficial to be knowledgeable of construction law contracts such as GCC and FIDIC. Detailed knowledge of Treasury Regulations, Public management Financial Act (PFMA) Manage the process of the commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction on projects. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.

ENQUIRIES:
Ms P Moodley Tel No: (012) 336 6929
APPLICATIONS:
Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION:
Ms L Mabole

POST 07/58: CHIEF ENGINEER GRADE A REF NO: 060320/06 (X3 POSTS)
Branch: Planning and Information

SALARY:
R1 042 827 - R1 192 365 per annum (All-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate’s current salary advice.

CENTRE: Head Office Pretoria
REQUIREMENTS:

An Engineering degree (B Eng/BSc Eng) or relevant qualification. Six years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid driver’s Licence (Attach copy). Experience in Water Engineering field/Integrated Environmental Management (IEM) or Integrated Water Resources Management (IWRM)/Hydrology; Experience in Planning of Water Resources Management and/or Development Projects; Experience in undertaking studies in Water Resources Engineering, Water Resource Systems Analysis, Water

**DUTIES:**
Identification of available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Involvement in the development of water management strategies. Develop solutions to meet water requirements and evaluate technical options and associated social, economic and environmental impacts. Provide leadership, management and administration for Water Resource Planning in relevant planning area. Develop and maintain water reconciliation strategies for various large systems and metropolitan areas. Develop and maintain water reconciliation strategies for All Towns/Villages in planning area. Conduct water availability assessment studies including hydrological modelling of various Catchments, Liaise on water resource planning matters on trans-boundary water resources, Liaise with water all use sectors in conceptualisation of solutions. Provide basin-wide information on all aspects of the water resources in trans-boundary river basins such as relevant. Training and development of sector partners and junior officials.

**ENQUIRIES:**
Mr. P Mlilo Tel No: (012) 336 8199

**APPLICATIONS:**
Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION:**
Ms L Mabole

**POST 07/59:**
SCIENTIFIC MANAGER GRADE A REF NO: 060320/07
Branch: Planning and Information
Dir: Courses Directed Control

**SALARY:**
R898 569 per annum (All-Inclusive OSD salary package)

**CENTRE:**
Head Office Pretoria

**REQUIREMENTS:**
An MSc degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. (Proof of registration must be attached). A valid driver’s license (Attach a copy). A clear understanding and experience in the field of Integrated water resource management (IWRM). Knowledge of scientific, managerial, project management, technical report writing, data analysis, stakeholder engagement, co-ordination and organisational skills. Understanding and knowledge of the National Water Act and related legislation. Strong leadership skills and the ability to promote transformation and service delivery excellence. Creativity, initiative and well-developed skills in strategic and innovative thinking. Written and verbal communication skills. Advanced computer literacy. The incumbent may be required to travel extensively.

**DUTIES:**
The incumbent will be part of a team with the primary responsibility of sources directed control which includes the coordination of the development of policies and national strategies for the management of water quality, rehabilitation and remediation of water resources. Review and recommend scientific projects. Align projects to organisational strategies; implement PMDS. Monitor progress on the implementation of projects related to water resources protection; compile and manage budgets and control cash flows. Managing a multidisciplinary scientific team; guiding the development of strategies, procedures and guidelines for sources directed control of water resources. Interfacing with line function water resource managers in the implementation of water resource protection requirements and providing technical service with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems.

**ENQUIRIES:**
Ms TB Nyamande Tel No: (012) 336 7521

**APPLICATIONS:**
Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION:**
Ms L Mabole

**POST 07/59:**
SCIENTIFIC MANAGER GRADE A REF NO: 060320/07
Branch: Planning and Information
Dir: Courses Directed Control

**SALARY:**
R898 569 per annum (All-Inclusive OSD salary package)

**CENTRE:**
Head Office Pretoria

**REQUIREMENTS:**
An MSc degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. (Proof of registration must be attached). A valid driver’s license (Attach a copy). A clear understanding and experience in the field of Integrated water resource management (IWRM). Knowledge of scientific, managerial, project management, technical report writing, data analysis, stakeholder engagement, co-ordination and organisational skills. Understanding and knowledge of the National Water Act and related legislation. Strong leadership skills and the ability to promote transformation and service delivery excellence. Creativity, initiative and well-developed skills in strategic and innovative thinking. Written and verbal communication skills. Advanced computer literacy. The incumbent may be required to travel extensively.

**DUTIES:**
The incumbent will be part of a team with the primary responsibility of sources directed control which includes the coordination of the development of policies and national strategies for the management of water quality, rehabilitation and remediation of water resources. Review and recommend scientific projects. Align projects to organisational strategies; implement PMDS. Monitor progress on the implementation of projects related to water resources protection; compile and manage budgets and control cash flows. Managing a multidisciplinary scientific team; guiding the development of strategies, procedures and guidelines for sources directed control of water resources. Interfacing with line function water resource managers in the implementation of water resource protection requirements and providing technical service with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems.

**ENQUIRIES:**
Ms TB Nyamande Tel No: (012) 336 7521

**APPLICATIONS:**
Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION: Ms L Mabole

POST 07/60: SCIENTIST PRODUCTION GRADE A-C REF NO: 060320/08
Branch: IBOM
Dir: Integrated Environmental Engineering (IEE)

SALARY: R618 732 – R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE: Head Office Pretoria

REQUIREMENTS: A Science Degree (BSc) (Hon) or equivalent qualification. Compulsory registration with SACNASP as a Professional Scientist (attach copy). Three (3) years post qualification natural scientific experience. A valid driver's license (attach copy). Experience in any of the following fields will serve as an advantage: Environmental law, Natural resource economics, Compliance monitoring and enforcement. Knowledge of national water act, 1998 (Act No 36 of 1998) and related policies. Knowledge of environmental management legislation and policies. Computer literacy. Knowledge of PFMA and treasury regulations. Knowledge of legal compliance. Ability to review technical, scientific reports and provide recommendations. Skills in program and project management. Technical report writing skills. Ability to provide technical and scientific support to the department of water and sanitation (DWS) units and other government departments. Professional judgment, communication, presentation and networking skills. People management, planning and organizing. Conflict management, change management, problem solving and analysis. Ability to work independently. Ability to interact with communities, professional service providers (PSPs) and planning partners in the water sector. Mentor and supervise junior staff. Willingness to travel extensively all over the country and work irregular hours.

DUTIES: Evaluate and review scientific data in support of the compilation and implementation of Resource Management Plans at government waterworks for access and use by the public or institutions for recreational purposes. Provide technical support towards the development, maintenance, rehabilitation and refurbishment of bulk water infrastructure. Undertaking of environmental legislative screening investigation, compilation of environmental management plans. Provide technical inputs to DWS projects and conducting environmental audits. Assist in developing, implementation recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Advise on applications for commercial recreational water use at state dams especially with regards to PFMA and Treasury Regulation requirements. Give support and guidance to the DWS NWRI cluster offices. Represent the Department in various fora. Develop terms of reference and manage PSPs where required. Ensure human resources management, financial management and risk management.

ENQUIRIES: Mr Jabulani Maluleke Tel No: (012) 336 8875
APPLICATIONS: IBOM (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms L Mabole

POST 07/61: SCIENTIST PRODUCTION GRADE A-C REF NO: 060320/09
Branch: Planning and Information
SD: Resource Quality Monitoring

SALARY: R618 732 – R939 621 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE: Head Office Pretoria

REQUIREMENTS: A Science degree (BSc) (Hons) in Botany, Limnology, Aquatic Ecology or relevant qualification. Compulsory registration with SACNASP as a Professional Natural Scientist (Proof of registration must be attached). Three (3) years post qualification natural scientific experience. A valid driver's license (Attach a copy). Knowledge of wetlands and/or riparian ecology; A fundamental understanding of biomonitoring, biotic indices riparian and wetland ecology; The ability to integrate and interpret aquatic ecological water
resource quality data and draw scientifically sound conclusions based on fundamental data; Proven ability to communicate scientific information to the public succinctly and clearly, verbally and in writing; Computer literacy and the ability to use MS Word, Excel or equivalent statistical software packages; An understanding of the National Water Act and other related legislation; Knowledge and application of integrated water resource management principles; Ability to integrate with a multidisciplinary group of scientists; Willingness to undertake fieldwork and associated travel on a national scale, usually for extended periods of time.

**DUTIES**

Providing technical support in implementing and evaluating the National Aquatic Ecosystem Monitoring Programme with special reference to wetlands and riparian vegetation; Scientific contribution to a multi-disciplinary scientific team on national monitoring and reporting on the ecological status of water resource in South Africa. Provide scientific input in developing aquatic ecosystem health indices and resource quality objectives. Develop procedures and protocols for the monitoring of ecosystem health with specific reference to wetlands and riparian vegetation. Support project specific water resource assessments. Evaluate site specific ecosystem health results. Liaise with other government departments, local authorities, the public and other clients on aquatic ecosystem health. Provide scientific and technical support services to the Department of Water and Sanitation.

**ENQUIRIES**

Dr Gerhard Cilliers Tel No: (012) 808 9554

**APPLICATIONS**

Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Ms L Mabole

**POST 07/62**

ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 060320/10 Branch: Chief Operation Officer: Eastern Cape

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

King Williams Town

**REQUIREMENTS**

A National Diploma or Bachelor’s Degree or relevant qualification. Three (3) to (5) five years supervisory experience in the relevant sector. A valid Driver’s License (Attach copy). Knowledge and experience in policy development and coordination. Knowledge and understanding of all the relevant legislation including PSA, PFMA, NWA, PSR, etc. Knowledge of local government sector. Knowledge on conducting business and management principles. Knowledge of strategic planning resource allocation and human resources. Report writing, programme and project management. Strategic capability and leadership. Financial, change and knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written).

**DUTIES**

The provision of support to the development and implementation of water services delivery programmes. Formalise and strengthen existing mechanisms and processes for capacity building. Promote an integrated governance for the water and sanitation sector. Develop monitoring and evaluation systems for all water and sanitation projects. Management of hotspot reports and Ministerial Referrals. Establish and sustain Community, Local, District and Provincial Water and Sanitation Management/Governance Structures. Provide Institutional and Social Development Support to Water Services Authorities. Establish and maintain Partnerships with the sector partners. Supervision role and Reporting.

**ENQUIRIES**

S Morapeli Tel No: (043) 604 5400

**APPLICATIONS**

Eastern Cape (King William’s Town): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

**FOR ATTENTION**

Ms L.T Malangabi Tel No: (043) 604 5476

**POST 07/63**

CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 060320/11 Branch: Chief Operations Office Free State

Re-advertisement; applicants who have previously applied are encouraged to re-apply

**SALARY**

R446 202 per annum (OSD)
CENTRE: Bloemfontein  

DUTIES: Interpret the policy and the act in the recommendations of license applications. Review and evaluate water use license applications in terms of legal, technical water resource management inputs. Integrate key areas of work with relevant priority departmental programmes such as Water allocation reform, Water for growth and development. Compile, manage and report on the statistics of all water use authorizations. Ensure maintenance of records, correspondence and appeals pertaining to water use authorization applications. Ensure co-ordination with affected Government Departments for water use authorization applications. Ensure water use authorization processes are correctly implemented. Render an advisory service to applicants in applying for water use. Liaise with stakeholders with regards to the applications. Provide strategic and operational leadership to the unit. Ensure that all policies and strategies relevant to the functions of the sections are implemented. Conduct strategic and business planning. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

ENQUIRIES: Mr VG Blair Tel No: (051) 405 9000
APPLICATIONS: Bloemfontein: Please forward your applications quoting the relevant reference number to the Provincial Head, Department Water and Sanitation, Bloemfontein, Private Bag 528, 9300 or hand-deliver at the Bloom-Plaza Building, Corner Eastburger and Charlotte Maxeke streets, second floor, Bloemfontein.
FOR ATTENTION: Mrs L Wymers

POST 07/64: CONTROL ENGINEERING TECHNICIAN GRADE A: HYDROMETRY REF NO: 060320/12  
Branch: Chief Operations Office – Mpumalanga

SALARY: R446 202 per annum (OSD)
CENTRE: Groblersdal  
REQUIREMENTS: A National Diploma in Civil Engineering qualification. Six (6) years post qualification technical (engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician (Proof of registration must be attached). A valid Driver’s licence (Attach a copy). Water resources related experience with extensive hydrological knowledge is a recommendation. Good interpersonal relations. Qualified in the usage of various Window-driven programmes (Excel, PowerPoint, Word etc.) Qualified in the usage of various drawing programmes such as AutoCAD, Model Maker, CADDIE etc. Willingness to travel long distances. Project Management. Technical design and analysis knowledge will be an added advantage. Technical report writing and technical consulting skills. Proven skills in Management and Financial control. Knowledge of the application of the National Water Act of 1998. Knowledge of dam safety regulations and requirements. Sound supervision and Project Management skills. Knowledgeable with Hydrological Data Basis products and abstraction of relevant reports.


ENQUIRIES: Mr S Kheva Tel No: (013) 759 7313
APPLICATIONS: Groblersdal: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION: Ms FM Mkhwanazi

POST 07/65: CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 060320/013
Branch: Planning and Information

SALARY: R446 202 per annum
CENTRE: Head Office Pretoria
REQUIREMENTS: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. A valid driver's license (Attach a copy). Project Management, communication and administrative skills. Experience in the planning, design and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of small scale infrastructure projects such as gauging weir or water monitoring infrastructure. An understanding of the complete project life cycle from initial planning stages through to completion. Knowledge and experience in contract management.

DUTIES: To manage training programme for industrial technicians in and work in close collaboration with existing training structures in the department. To develop procedure manuals for the installation, operation and maintenance of hydrological measuring instrumentation/equipment and real time data systems. Develop instrumentation contracts in consultation with regional offices and other users. Coordinate technical hydrometry meetings. To conduct inspections, surveys, current gauging, repair and maintenance of equipment at hydrological gauging stations and real time data transmission systems. Develop and maintain monitoring infrastructure asset register. Develop staff training and other functions related to quality assurance, such as the preparation of instruction Manuals and assessment or acceptance testing of new instrumentation. Contract administration.

ENQUIRIES: Mr LZ Maswuma Tel No: (012) 336 8784
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms L Mabole

POST 07/66: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 060320/14
Branch: Chief Operations Office – Mpumalanga
SD: Financial Management (WTE)
Re-advertisement, applicants who have previously applied are encouraged to re-apply

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

DUTIES: Collection and recording of revenue by monitoring and reviewing the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts (Cashier, banking services and electronic...
payments). Oversee the identification and accurate recording of debts owed to the department (debt management). Monitor and report on revenue by overseeing income against budget and review reconciliations. Manage expenditure in terms of Compensation of Employees (CoE), Goods and Services; transfers and subsidies. Report on all expenditure activities against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Supervise employees to ensure an effective financial accounting service.

ENQUIRIES: Ms R.J Mogane Tel No: (013) 759 7638
APPLICATIONS: Mpumalanga Provincial Office(Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
FOR ATTENTION: Ms F Mkhwanazi

POST 07/67: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 060320/15 Branch: Chief Operations Office – Mpumalanga (Main Account)

SALARY: R376 596 per annum (Level 09)
CENTRE: Mbombela
REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver’s license. (Attach copy). Knowledge of the PFMA, Treasury Regulations, PERSAL, Basic Accounting System (BAS), SAP, Data Analysis, Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict, have good communication skills and be a team leader.

DUTIES: Manage Accounts Payable on LOGIS, BAS and SAP. Manage payroll administration. Clearing of all suspense accounts on Main and Trading accounts. Writing reports for the division and do presentations at meetings. Ensure the proper filing of all financial documentation. Manage the cashiers. Manage the resources of the component. Compile accurate monthly and quarterly reports on all financial aspects. Attend to audit matters. Manage consolidate general ledger reconciliations.

ENQUIRIES: Mr Q Nyide Tel No: 013 -759 7375
APPLICATIONS: Mpumalanga Provincial Office(Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
FOR ATTENTION: Ms F Mkhwanazi

POST 07/68: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060320/16 Branch: Chief Operations Office – Mpumalanga

SALARY: R376 596 per annum (Level 09)
CENTRE: Mbombela
REQUIREMENTS: A National Diploma or Degree in Public Administration or relevant. Three (3) to Five (5) years’ supervisory experience in Administration. A valid driver’s license (Attach copy). Strong written and verbal communication skills. Computer skills, management skills, honesty and integrity, organising skills, knowledge of and experience in Department of Water and Sanitation regulations, support policies, HRM and support plans systems, planning models and procurement processes. Basic knowledge of contract management, project and presentation skills, PFMA and all aspects of budgeting. A sound understanding and ability to implement relevant Regulations, Policies, Frameworks and Guidelines pertaining to planning an, human resources management, logistical administration, record management and secretariat services. Problem solving, report writing and good interpersonal relations skills.

DUTIES: Manage the Transport section which includes fleet management, travel management and provision of advice regarding travel management policies and activities. Manage the building lease agreements and contract management of accommodation requests. Provide records management for the Sub-Directorate by ensuring the provision of effective and efficient registry duties. Timeous handling of oncoming and outgoing mail. The maintenance of the departmental filing system. Provide office reception services for the Directorate. Manage cleaning and all telephone administration matter.

ENQUIRIES: Mr BZ Vilane Tel No: (013) 759 7496
APPLICATIONS: Mpumalanga Provincial Office(Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION: Ms F Mkhwanazi

POST 07/69: SENIOR INTERNAL AUDITOR: FORENSIC INVESTIGATIONS REF NO: 060320/17
Branch: D-G
Dir: Forensic Investigations and Quality Assurance
SALARY: R316 791 per annum (Level 08)
CENTRE: Head Office Pretoria

DUTIES: Conduct investigation into allegations of fraud and corruption. Interview witness to fraud allegations. Gather documentation and other evidence. Evaluate, interpret and analyse evidence. Interview fraud suspects. Compile investigations reports. Participate in fraud awareness and ethics promotion programmes within the Department. Co-ordinate the forensic audit work with other units within the Department, including Internal Audit. Advice management on areas where inadequate control measures exist to mitigate risks. Contribute to the overall Departmental Fraud Prevention/Anti-Corruption Strategy. Present quality reports to management. Testify in disciplinary hearings, criminal cases and civil proceedings. Identify fraud risk areas and make recommendation on fraud prevention mechanisms. Promote governance.

ENQUIRIES: Mr M Motsatsi Tel No: (012) 336 7905
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms L Mabole

POST 07/70: COMMUNITY DEVELOPMENT OFFICER REF NO: 060320/18
Branch: Chief Operations Office – Mpumalanga
SALARY: R316 791 per annum (Level 08)
CENTRE: Mbombela
REQUIREMENTS: A National Diploma or Degree in Social Sciences. Three (3) to five (5) years working experience. A valid Driver’s license (Attach copy). Project Management, Cultural awareness, flexibility, initiative. Monitoring and
evaluation principles, policy implementation, strategic and operational plan management.

**DUTIES**

Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stake holders. Liaise and co-ordinate with relevant role players, internal and external stake holders. Monitor and provide support on operational and community development activities. Formulate recommendations, policies and plans for water and sanitation development programmes. Management the implementation of water and sanitation regulatory framework. Ensure the monitoring and evaluation of water programmes. Assist with identification of appropriate interventions and methodologies. Provide support to organize workshops, events and training. Mobilize and sensitize communities on good health and WASH practices. Assist in the establishment of Project Steering Committees. Undertake any other duties as may be assigned from time to time by the supervisor.

**ENQUIRIES**

Mr R.M Mbambo Tel No: (013) 759 7320

**APPLICATIONS**

Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION**

Ms F Mkhwanazi

**POST 07/71**

SENIOR WATER CONTROL OFFICER REF NO: 060320/20 (X2 POSTS)

Branch: IBOM Central Operation

(This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)

**SALARY**

R208 584 per annum (Level 06)

**CENTRE**

Upper Vaal (Vaal Dam)

**REQUIREMENTS**

A Senior/Grade 12 certificate with Mathematical Literacy as an added advantage. Internal water control courses will be an added advantage. One (1) to (3) three years’ experience in water control related functions. Must have completed at least one of the following courses: Water Measurement, Water Distribution, Test Course and Dam Control Course. Knowledge in controlling and managing the water distribution for all government waterworks within the area office’s jurisdiction. Policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary knowledge in occupational health and safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilisation and water resource strategy. Knowledge of flood controlling. Understanding of government legislations.

**DUTIES**

Assist with the controlling of the opening and closing of sluices according to schedule. Keep records of all information as well as meter readings for purpose of correct billing. Plan and prioritize duties for subordinates. Control water distribution according to regulations on a daily basis. Perform minor maintenance on structures, dams, fences and sluices. Compile disposal report for the scheme. Produce flood warning list of all water users/clients and do flood control. Present progress report in respect of tasks. Collections and safe keeping of equipment and supplies daily. Control times registers and leave forms. Conduct routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme. The successful candidate will have to travel extensively and must be able to perform duties away from the office for periods of time.

**ENQUIRIES**

Ms LP Lotter Tel No: (016) 371 3020 / (016) 371 3039

**APPLICATIONS**

IBOM Central Operation (Upper Vaal: Vaal Dam): Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Denysville, 1932.

**FOR ATTENTION**

BS Mbongo

**POST 07/72**

ASSISTANT TECHNICAL OFFICER: HYDROLOGICAL SERVICES REF NO: 060320/21

Branch: Chief Operations Office – Free State

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Bloemfontein

DUTIES: The successful candidate will be responsible for taking water samples for analysis as per predetermined schedules; dispatching of samples and sample materials; provide support to Technical Personnel during maintenance work; assist with ADP gaugings and survey tasks. Duties will also include updating of information on the management database. The official will be expected to liaise with the public and officials who perform as data collectors and observers, communicating problems regarding recorded data to the supervisor and other technical staff and performing administrative duties within the Hydrology section.

ENQUIRIES: Mr C Lloyd Tel No: (051) 405 9000

APPLICATIONS: Bloemfontein: Please forward your applications quoting the relevant reference number to The Provincial Head. The Department of Water and Sanitation, Private Bag 528, Bloemfontein 9300.

FOR ATTENTION: Ms LP Wymers

POST 07/73: ASSISTANT TECHNICAL OFFICER REF NO: 060320/22
Branch: Chief Operations Office - Mpumalanga

SALARY: R173 703 per annum (Level 05)
CENTRE: Mbombela

REQUIREMENTS: A Senior/Grade 12 Certificate with Mathematics/Mathematics Literacy. Computer literacy. A valid driver’s license (Attach copy) and willing to travel. Ability to use Microsoft excel and word. Ability to use GPS, Knowledge of groundwater monitoring instruments.


ENQUIRIES: Ms M Ralushai Tel No: (013) 759 7524

APPLICATIONS: Mbombela: Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION: Ms FM Mkhwanazi

POST 07/74: HUMAN RESOURCE OFFICER REF NO: 060320/23
Branch: Chief Operations Office - Mpumalanga

SALARY: R173 703 per annum (Level 05)
CENTRE: Mbombela

REQUIREMENTS: A Senior/Grade 12 Certificate. One (1) year experience in records management will be an added advantage. Working knowledge of legislative framework governing records management in Public Service. Ability to work independently and under pressure and as part of a team. A valid Driver’s license. (Certified copy must be attached). Knowledge of registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills. Ability to maintain high level of professionalism, confidentiality and reliability. Knowledge and experience of registry duties, practices as well as the ability of data capturing, good computer packages including Word and Excel skills. Knowledge and understanding of storage and retrieval procedures in terms of the working environment. Flexible and a team work. Basic knowledge of problem solving and analysis. People and diversity management, client orientation and customer focus skills. Accountability and ethical conduct. Planning and organizing skills. Understand the work in registry.

Prepare file covers. Manage the opening, labelling and closing of files. Manage good customer relations with all clients. Do research on the latest filing system. Update the filing system. Conduct regular file audits. Provide assistance in the Division: Human Resource Administration (i.e. Conditions of Service Benefits Unit and Planning, Recruitment and Selection Unit).

**ENQUIRIES**: Ms ND Ndlovu Tel No: (013) 759 7436

**APPLICATIONS**: Mpumalanga Provincial Office(Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION**: Ms F Mkhwanazi

**POST 07/75**: HUMAN RESOURCE OFFICER RECRUITMENT AND SELECTION REF NO: 060320/24
Branch: Chief Operations Office - Mpumalanga

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

**CENTRE**: Mbombela

**REQUIREMENTS**: A Senior / Grade 12 Certificate. One (1) year experience in Recruitment and Selection will be an added advantage. Basic knowledge and Human Resources prescripts. Knowledge and ability of data capturing, good computer packages including Word and Excel skills. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Ability to maintain high level of professionalism, confidentiality and reliability.

**DUTIES**: Receiving and sorting of applications, capturing of data in the system and processing of detailed schedules of applications. Establishing and developing a system database of applications received. From time to time assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts within the department. Verification of qualifications (SAQA, Security Vetting, Reference checks) Secretariat function at shortlist and interviews. Preparing interview packs and ensuring schedules for interviews are accurately captured. Rendering human resource management support and advice.

**ENQUIRIES**: Ms Mkhwanazi F.M Tel No: (013) 759 7515

**APPLICATIONS**: Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION**: Ms F Mkhwanazi

**POST 07/76**: ADMINISTRATION CLERK (HRD) REF NO: 060320/25
Branch: Chief Operations Office - Mpumalanga

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

**CENTRE**: Mbombela

**REQUIREMENTS**: A Senior / Grade 12 Certificate. Working experience in HRD will be an added advantage. Basic knowledge and insight of Human Resources Development prescripts. Knowledge and ability to capture data. Good computer packages including Word and Excel skills. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

**DUTIES**: Assist in Bursary administration, Data management and Office management. Assist in implementation and coordination of Workplace skills plan. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES**: Ms D.P Nxumalo Tel No: (013) 759 7557

**APPLICATIONS**: Mpumalanga Provincial Office(Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

**FOR ATTENTION**: Ms F Mkhwanazi
ANNEXURE T

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

APPLICATIONS: The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
FOR ATTENTION: Mr J Mahlangu
CLOSING DATE: 06 March 2020 at 16:00
NOTE: Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make an appointment to the post. All short-listed 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. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Senior managers shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department. Senior managers shall within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointment(s) will only be made on the first notch of the advertised salary level. Note: with effect from 01 April 2020, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession thereof prior to taking up the post. Full details can be sourced from: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Note: if the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply.

MANAGEMENT ECHЕLОН

POST 07/77: DIRECTOR-GENERAL REF NO: DWYPD/013/2020
5 year contract

SALARY: R1 978 533 fully inclusive package per annum (Level 16), plus 10% non-pensionable HoD allowance

CENTRE: Pretoria

REQUIREMENTS: Appropriate undergraduate qualification (NQF level 7) plus a post-graduate qualification (NQF level 8) in Gender Studies, Business Management, Social or Economic or Development Sciences. Minimum 10 years’ of experience at a senior managerial level, of which at least plus 5 years must be as a member of the Senior Management Service in the Public Service. Proven experience in: strategic policy-driven programmes; managing programmes related to the empowerment and participation of women, youth and persons with disabilities. Advanced professional knowledge of: legislative framework relevant to the equality and empowerment of women, youth and persons with disabilities; planning, monitoring, evaluation and reporting; policy and strategic
frameworks of government; government socio-economic policy frameworks; stakeholder management and advocacy; legislative framework applicable to gender-equality and the empowerment of women, youth and persons with disabilities; international protocols, instruments and country commitments relevant to women, youth and persons with disabilities. Thorough understanding of: translation of legislative frameworks into policy formulation process within government; business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques; monitoring and evaluation methods, tools and techniques; South African legislative framework in relation to the mandate and functioning of the Department; departmental governance framework and mandate. Primary skills: advanced verbal communication and report writing; change management; programme and project management; ability to work with line functional experts across government to add value to other departments’ work; ability to effectively work under tight deadlines, compliance requests and stressful situations. Attributes: analytical thinking; strong commitment to service orientation towards others; assertive; highly motivated; people orientated and able to function within a group; solution orientated – ability to design ideas without direction. The successful applicant will be subject to personal security vetting at a top secret level.

**DUTIES**: To provide strategic leadership to the Department in delivering its mandate of socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation: provide strategic leadership to ensure that the Department achieves its strategic outcome orientated goals and objectives; support equitable economic access, participation and ownership for women youth and persons with disabilities being at the centre of the national economic agenda; promote increased access to education, health and skills development for women and girls, youth and persons with disabilities; reduce levels of marginalisation, stigmatisation and discrimination and violence against women, girls and persons with disabilities; promote equitable access and participation to public services and opportunities for women, youth and persons with disabilities; engage and negotiate with multilateral and bilateral stakeholders on the equality and empowerment of women, youth and persons with disabilities; strengthen women, youth and disability rights agenda within global, continental and regional platforms, institutions and engagements towards a better Africa and the world; provide country reports in terms of respective international responsibilities; fulfil the requirements of an Accounting Officer in terms of the Public Finance Management Act, Treasury Regulations and other related legislative compliance requirements.

**ENQUIRIES**: Mr Mbhazima Shiviti Tel No: (012) 359 0262
ANNEXURE U

PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Nozuko Mafu

CLOSING DATE: 06 March 2020

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

MANAGEMENT ECHELON

POST 07/78: DIRECTOR: INTEGRATED STRATEGY & PLANNING (GOVERNANCE & ADMINISTRATION CLUSTER REF NO: (OTP 01/02/2020)

SALARY: R1 057 326 per annum (Level 13)

CENTRE: Bhisho

REQUIREMENTS: NQF Level 7 degree certificate in Development Studies/ Development Economics/ Social Sciences as recognised by SAQA. A minimum of 5 Years’ experience as a Deputy Director in the public service within development planning environment. Capabilities and Competences are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Financial Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written). Good knowledge of the following is required: Government planning frameworks and cycles; National Development Plan; Government Clusters, priorities and outcomes approach; Eastern Cape Provincial Development Plan; Monitoring and Evaluation of government programmes as well as Good knowledge of public service legislation. A valid driver’s licence is required.

DUTIES: Manage the development of integrated provincial medium and long term provincial and sectoral plans as well as guide the implementation thereof. Manage the development and review of the Provincial Medium Term Strategic Framework (PMTSF) to guide medium term planning in the Province. Guide the implementation of the PMTSF through the Cluster system. Manage the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Manage the coordination of provincial sectoral macro planning and guide the implementation thereof. Guide the development of provincial and local medium and short term strategic plans as well as guide the
implementation thereof. Guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and conformance to planning frameworks. Guide municipalities in the alignment of the Integrated Development Plans and District Development Model to provincial and sectoral priorities. Manage the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Collaborate with national and local sphere of government for the development of provincial and local plans. Manage the analysis of provincial and local plans. Manage the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Manage the analysis of IDPs for alignment to provincial priorities to ensure alignment with government priorities and sectoral plans. Coordination and liaison with stakeholders of government programmes. Manage resources within area of responsibility in line with relevant legislation, departmental policies as well as comply with corporate governance and planning imperatives. Supervise and co-ordinate the effective and efficient running and management of the sub-unit. Develop and supervise the implementation of the Unit’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that staff performance is managed in line with the relevant prescripts. Identify and manage risks in area of responsibility. Ensure effective and efficient financial management (budgeting, monitoring, variance analysis and reporting) within area of responsibility. Ensure that the unit’s procurement processes are aligned to national and provincial procurement policies and compliance with supply chain management prescripts. Ensure that assets are managed, maintained and kept safely.

ENQUIRIES:
Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248/49

POST 07/79:
DIRECTOR: CABINET SECRETARIAT (EXCO, CABINET & CLUSTER)
REF NO: (OTP 02/02/2020)

SALARY:
R1 057 326 per annum (Level 13)

CENTRE:
Bhisho

REQUIREMENTS:
NQF Level 7 degree in Public Relations/Communications/Public Administration as recognized by SAQA. A minimum of 5 Years’ experience as a Deputy Director in the public service at least three years’ management experience Communication. Capabilities and Competences are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Financial Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written). Good knowledge of the functioning of the provincial government and more specifically the Office of the Premier; Knowledge of strategy development, strategy management and strategy monitoring and review processes; knowledge of policy development; knowledge of legislative framework and government procedures on public finance, human resource management and supply chain management; knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector.

DUTIES:
Manage the provision of administrative and secretariat support services to the EXCO, economic, Social Transformation and G&A clusters, the Cabinet Committees, as well as the Provincial Management forum of HODs: Provide secretarial support services to the Cluster and Cabinet Committee on Economic Development, including, Convening the monthly and special meetings of the Clusters and Cabinet Committee, Overseeing the compilation of agendas and document packs for the meetings and distribution to the relevant Heads of Department and MEC’s, Overseeing the recording of minutes and resolutions of the cluster and cabinet committees, Overseeing the compilation of a decision matrix for each of the meetings and distribution to the Heads of Department. Manage the storage of Executive Council resolutions and documentation in a secure and orderly manner, Deal with queries relating to Executive Council resolutions emanating from departments, Ensure the secure storage of Executive Council memoranda and resolutions,
Ensure compliance with the Cabinet Handbook requirements (MISS). Provide support to the leader of government business, and attend meetings of the Legislature Programming Committee in order to coordinate the programmes of EXCO and the Legislature. Provide Administrative support to the unit, including: Review Executive Support (EXCO, Cabinet and Cluster) performance and make recommendations to improve the efficiency and effectiveness. Supervise and co-ordinate the effective and efficient running and management of the Cabinet Support unit. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility, including: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES
Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248/49

OTHER POSTS

POST 07/80

DEPUTY DIRECTOR: STRATEGIC HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: (OTP 04/02/2020)
(Re-advertisement)

SALARY
R869 007 per annum (Level 12)

CENTRE
Bisho

REQUIREMENTS
NQF Level 7 degree as recognised by SAQA in Industrial Psychology / Public Administration / Human Resource Management or any other HR related qualification with a minimum of three (03) years' experience at an Assistant Director Level in Human Resource Management and Development environment. Experience in Organizational and Employee Wellness will be advantageous.

DUTIES
Facilitate, support and monitor the implementation of PMDS, the HRD strategy and identified training and development initiatives in provincial departments; provide advice and support to departments on human resource planning and talent management(including recruitment & selection) programmes and strategies and ensure standardization and compliance; facilitate the development and implementation of provincial policies and strategies relating to employment relations, employee wellness, recruitment & selection and provide advice and support; manage the allocated resources of the sub-directorate in line with legislation and departmental policy directives and comply with governance and planning imperatives.

ENQUIRIES
Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248/49

POST 07/81

PROJECT MANAGER: CIVIL & CONSTRUCTION REF NO: (OTP 03/02/2020)
(One Year Contract)

SALARY
R733 257 per annum (Level 11)

CENTRE
Bisho

REQUIREMENTS
An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. •Six years post qualification experience as a registered Professional Engineer. A valid driver's license. Compulsory registration with ECSA as a Professional Engineer/Technologist, Project Management experience and qualification will be an added advantage.

DUTIES
Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy.
through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Knowledge of Government infrastructure grants such as INEP, MIG, RBIG will be added advantage. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES: Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248/49

POST 07/82: DEPUTY DIRECTOR: MIS REPORTING REF NO: (OTP 05/02/2020)
(Re-advertisement)

SALARY: R733 257 per annum (Level 11)
CENTRE: Bhisho
REQUIREMENTS: NQF level 7 degree as recognized by SAQA in Human Resource Management or any other HR related qualification, with minimum of three (3) years' experience as an Assistant Director in similar environment.
DUTIES: Manage and monitor the integrity and credibility of HR information in provincial departments. Compile MIS reports for Provincial management decision making. Guide provincial departments in the implementation of interventions to improve the integrity of HRIMS. Monitor the implementation of audit improvement Plans relating to HRM matters. Facilitate and coordinate support to provincial departments where required. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

ENQUIRIES: Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248/49

POST 07/83: ASSISTANT DIRECTOR—STRATEGIC SKILLS DEVELOPMENT COORDINATION REF NO: (OTP 06/02/2020)
(Re-advertisement)

SALARY: R376 596 per annum (Level 09)
CENTRE: Bhisho
REQUIREMENTS: NQF Level 7 in Bachelor's degree as recognized by SAQA in Human Resource Management or equivalent. At least 3 years' experience in related field. Knowledge required is high-level working knowledge of Project Management and high-level working knowledge of HR legislation.
DUTIES: To support the facilitation and the development of the provincial skills development strategy and mobilize funding. Support the implementation of the provincial skills development strategy. Support the coordination and monitoring the placement of youth in workplaces to enable them to gain experiential learning. Support Co-ordination of the Provincial Bursary programme. Maintain a Database of youth skills programmes and the tracking system. Support co-ordination, monitoring and reporting on Learnerships, Internships and apprenticeships.

ENQUIRIES: Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248
POST 07/84  : ASSISTANT DIRECTOR: SECURITY REF NO: (OTP 07/02/2020)
(Re-advertisement)

SALARY  : R376 596 per annum (Level 09)
CENTRE  : Bhisho
REQUIREMENTS  : A NQF Level 7 qualification in Security Management/Risk Management/Police Administration/ Policing/Law or Criminal Justice. Minimum 3 years’ experience in the Security related field at supervisory level 7/8. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B or A. A valid driver’s license. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. Successful candidate will also be subjected to security clearance processes (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification).

Knowledge and Skills: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures.

Basic knowledge of electronic security systems relating to access control and close circuit television surveillance. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.

DUTIES  : Implementation of physical security measures to safeguard government property; Implementation of the Departmental security directive: access / egress control. Conduct evaluations and Implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems. Implementation of identification card/ biometric system to identify all employees and visitors. Coordinate security cluster during District events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the Provincial Office and assist Districts on implementation of TSCM. Implementation of minimum information security measures to safeguard sensitive government information and assets. Implementation and monitoring compliance of/with the Minimum Information Security Standards (MISS) in the Department. Participation in the compliance related committees in the Department. Compiling and reviewing of relevant directives and measures relating to information security. Manage and control office keys and combinations. Implement proper key and key combination controls as per the Departmental Key Control directive. Manage the electronic access control system at the Provincial Office. Conduct security investigations regarding physical security breaches. Conduct in-house security investigations regarding physical security breaches. Implementation of the Departmental security directive: breach of security. Investigate all physical security related breaches occurring at the Provincial Office and report to the relevant security structures. Keep record of all incidents. Investigations can be conducted in the Districts on invitation 


ENQUIRIES  : Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248
POST 07/85: PERSONAL ASSISTANT REF NO: OTP 08/02/2020 (X2 POSTS)
(Performance Monitoring & Evaluation & Transformational Programmes)

SALARY: R257 508 per annum (Level 07)
CENTRE: Bhisho
REQUIREMENTS: An NQF level 6 in Public Admin or Management/Office Management or Secretarial Diploma with 1-2 years’ experience within an office support environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

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

ENQUIRIES: Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248

POST 07/86: ADMINISTRATION OFFICER: MORAL REGENERATION MOVEMENT REF NO: (OTP 09/02/2020) (X6 POSTS)
(One Year Contract)

SALARY: R257 508 per annum (Level 07)
CENTRE: Bhisho
REQUIREMENTS: NQF level 6/National Diploma in Office Administration/Public or Business Administration/Management with 1-2 years’ experience within an office support environment. Knowledge of Legislative framework that governs the Public Service (PFMA, PSA, PSR & Treasury regulations. An applicant must be able to communicate well in all level, have a report writing skill and be computer literate.

DUTIES: Provide office support within the directorate: Attend to effective flow of information and documents from and to the department. Safe keeping of all documentation in the department in line with relevant legislation and policies. Coordinate the MRM quarterly meetings, Coordinate the logistics of the meeting (i.e Agenda, Venue & Refreshments), Coordinate the submission of reports from all Districts & Metros, Arrange travelling accommodation for MRM Provincial Committee. Provide support in the facilitation of Provincial MRM programmes: Support the Districts & Metros to develop project plans for all the programmes in the POA. Support the Provincial MRM Committee in identification of actual required resources for each project as per POA. Submit progress reports on the programmes implemented by the Provincial MRM. Coordinate and facilitate the implementation of MRM campaigns across the province: Support & coordinate the MRM engagements platforms in the Districts & Metros for communities to deal with social ills affecting themselves. Facilitate platforms together with Provincial Committee to provide platforms for government departments to educate the communities regarding social ills. Capture issues and prepare reports for submission to the MRM unit for the planning purposes. Support & coordinate the Moral Regeneration Provincial Programme of Action: Consolidate the MRM programmes in all Districts & Metros as assigned for the development of the MRM Provincial Programme of Action. Capture issues raised by MRM Committees in preparations for the development of the Provincial Strategic Plan.

ENQUIRIES: Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248

POST 07/87: SECRETARY TO THE CHIEF DIRECTOR: SPECIALISED LITIGATION UNIT REF NO: (OTP 10/02/2020)
(One Year Contract)

SALARY: R257 508 per annum (Level 07)
CENTRE: Bhisho
REQUIREMENTS: An NQF level 6 in Public Admin or Management/Office Management or Secretarial Diploma with 1-2 years’ experience within an office support environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

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

ENQUIRIES: Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248

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environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

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

ENQUIRIES :
can be directed to Mr. V. Booysen/Ms N. Xesha/Ms. N. Mentoor Tel No: 040 609 6290/6248/49

POST 07/88 :
LITIGATION SECRETARY: SPECIALISED LITIGATION UNIT REF NO: (OTP 11/02/2020)
(One Year Contract)

SALARY :
R257 508 per annum (Level 07)

CENTRE :
Bhisho

REQUIREMENTS :
An NQF level 6 in Public Admin or Management/Office Management or Secretarial Diploma with 1-2 years’ experience within litigation environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

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

ENQUIRIES :
can be directed to Mr. V. Booysen/Ms N. Xesha/Ms. N. Mentoor Tel No: 040 609 6290/6248/49
OTHER POST

POST 07/89  :  QUANTITY SURVEYOR: GRADE A (BUILDINGS) REF NO: DPW 01/02/2020

SALARY  :  R618 732 per annum (OSD) (An all-inclusive remuneration package)
CENTRE  :  Amathole Regional Office (East London)
REQUIREMENTS  :  A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver’s license. Compulsory registration with SACQSP as a Professional Quantity Surveyor.
DUTIES  :  Perform quantity survey activities on buildings, structures or facilities: Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.
ENQUIRIES  :  can be directed to Ms L. Magama Tel No: (043) 711 5772 or Ms Mdoda Tel No: (040) 602 4140.

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS  :  Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William’s Town, for the attention of Mr. M Madonci or Post To The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110.
Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Zondo at Tel No: (039) 254 0900.
Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at Tel No: (043) 711 6626.
Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula. Enquiries may be directed to Mr M. Yonana at Tel No: (043) 705-5650/Ms P. Kula Tel No: (043) 705-5638.
Chris Han: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at Tel No: (045) 808-3709.
Joe Ggqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand deliver at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at Tel No: (051) 633-1616 or Mr S Luzipho at Tel No: (051) 633-1609.
Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750.
Sarah Baartman: The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at Tel No: (062) 636-1484.
O.R. Tambo: The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th
floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at Tel No: (047) 531 0944.

CLOSING DATE : 06 March 2020
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 07/90 : SOCIAL WORK POLICY MANAGER: CONDITIONAL GRANT REF NO: DSD 03/02/2020 (X2 POSTS) (1 Year Renewable Contract)

SALARY : Grade 1: R794 889 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12/ Matric plus B Degree in Social Work. 10 years’ minimum experience in Social Work practice with community development, project management, monitoring and evaluation and research work. 5 years with supervision and management experience. Competencies: Management and administration skills, Conflict Management, Change Management and negotiation skills. Problem Solving skills, Project Monitoring and evaluation skills (Project Management), Operations Management, Financial management skills, report-writing and presentation skills, computer literacy. Implementation of Pillar 1 (Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children through facilitation of implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person/citizen of this country can provide support to victims of crime and make our communities safer and caring and raise awareness education for the communities, provide support for strengthening of integrated prevention programmes on VEP in all Districts. Render a support function to all the Districts on prevention programmes, Audit training needs, develop training and development initiative within Districts, Fast track operations to promote District service delivery, Receive and consolidate reports from the two organisations responsible for management of Everyday Heroes Ambassadors in Districts, Monitor and evaluate District operations in relations to 365 days’ action campaign.

DUTIES : Coordinate Pillar 1 of the POA, Coordinate implementation of Everyday Heroes Brand and management of two appointed organisations ensuring that implementation of key policies and programmes as well as alignment with National and Provincial directives are observed. Ensure implementation of Batho Pele at all the Districts and areas, Monitoring and Evaluation systems within Districts, areas and service offices. Manage the development of partnerships with civil society and the private sector.

ENQUIRIES : can be directed to Ms A Njaba at 043 605-5101 OR Mr M. Madonci 043 605-5110
**POST 07/91**: DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD 01/02/2020

**SALARY**: R733 257 per annum (Level 11)

**CENTRE**: Provincial Office

**REQUIREMENTS**: A three year tertiary qualification in Public Management/Financial Management/Financial Accounting/Public Finance coupled with a minimum of five (5) years' relevant experience, three (3) of which should be at a managerial/Assistant Director level in Financial Management. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Practical knowledge of PFMA and SCM Policy Framework. Good work ethics, honesty, reliability and team work. Good office administration, planning and organisational skills. Excellent communication skills (written and verbal). Good interpersonal relation skills. Knowledge of projects management. Computer literacy (MS Word, Excel, PowerPoint, etc.). Valid Code 08/EB driver’s license.

**DUTIES**: Coordinate executive administrative support to the Head of Department. Provide effective financial internal control measures for documents submitted for approval by the HOD to ensure compliance to the financial management legislative framework. Assist in compiling IYM report for the office. Assist in developing policies, strategies and procedure manuals aimed at improving service delivery of the office and ensure compliance in terms of mandates. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**: can be directed to Ms A Njaba at Tel No: (043) 605-5101 or Mr M. Madonci Tel No: (043) 605-5110

**POST 07/92**: DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSD 02/02/2020

**SALARY**: R733 257 per annum (Level 11)

**CENTRE**: Provincial Office

**REQUIREMENTS**: Grade 12 plus a recognized National Diploma/Degree in Supply Chain Management/Financial Management/Purchasing Management/Business Management/Public Management. A minimum of 5 (five) years working experience in Supply Chain Management of which least three (3) years must be at supervisory level (Assistant Director) management level. A valid driver’s license; Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts; In-depth knowledge of Supply Chain Management Systems, Competencies: Ability to meet deadlines; Ability to interact at strategic level and implement turn-around strategies; Service delivery orientated; Must be prepared to work under pressure and preparedness to work overtime, when required as well work independently. Must be able to analyse and interpret financial information (numerical and analytical); Excellent planning, project and organizational skills; Excellent leadership skills; Excellent Written and Verbal Communication Skills; Excellent report writing skills Good interpersonal relations; Must be able to handle customers Interpersonal relations as well as excellent conflict management skills; Must have the ability to interpret and present policies, reports and other prescripts; Experience in computer literacy in MS Office (MS Word, MS Excel, PowerPoint and MS Outlook).

**DUTIES**: Responsible for the supply chain management processes of the organization (acquisition to Logistic management) Monitor and managing tender processes; Monitor and ensure timeous processing of quotations and open bids. Preparation of disclosure notes to the Financial Statements that include the awarded financial commitments of contracts and orders; Compilation, implementation and reporting on the operational and risk plans related to supply chain management; Continuously evaluate cost efficient of the Supply Chain Management control process and initiate improvement; Monitor, ensure and formulate customization of SCM policies and procedures to suit the needs of the organization; Responding to Parliamentary questions within the required timeframes; Attending to Supply Chain Management audit queries; Provide an ongoing basis support services to the organization as well supply chain advisory; Ensure all acquisition procedures comply with Supply Chain Management and Treasury Regulations and ensure that all bidding
procedures are within the applicable legislative framework and prescripts by National Treasury. Serve on committees e.g. Bid Evaluation Committee; Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff; Maintaining and reporting of noncompliance in SCM; Maintaining and reporting of deviations as well updating the register on bids and deviations; Deal with queries relating to processing of requisitions and orders within the SCM process; Monitor and ensure effective sufficient system related to SCM are implemented in the organization; Supervise the Demand and Compliance sections as and when required.

ENQUIRIES can be directed to Ms A Njaba at 043 605-5101 or Mr M. Madonci 043 605-5110

POST 07/93 SOCIAL WORK SUPERVISOR GRADE 1 REF NO: DSD 04/02/2020

SALARY R348 228 per annum
CENTRE Sarah Baartman: Graff-Reinet
REQUIREMENTS Grade 12 plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

DUTIES Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people’s placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

ENQUIRIES can be directed to Ms A Njaba at Tel No: (043) 605-5101 or Mr M. Madonci Tel No: (043) 605-5110

POST 07/94 SOCIAL WORKERS GRADE 1 REF NO: DSD 05/02/2020

SALARY R257 592 per annum
CENTRE BCM Zwelitsha Local Service Office
REQUIREMENTS Senior Certificate, a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and
Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

ENQUIRIES: can be directed to Ms A Njaba at Tel No: (043) 605-5101 or Mr M. Madonci Tel No: (043) 605-5110

POST 07/95: CHILD & YOUTH CARE SUPERVISOR GRADE 1 REF NO: DSD 07/02/2020

SALARY: R199 188 per annum
CENTRE: OR Tambo: Qumbu Secure Centre
REQUIREMENTS: An appropriate NQF Level 4 (Grade 12) or equivalent qualification. A minimum of 10 years’ appropriate experience in child and youth care work post after obtaining the required qualification. 5 years’ experience in a substance abuse environment. Computer literacy. A valid driver’s license will be an added advantage as well as FET or BQCC Qualification in Child and Youth Care. Competencies: Managerial and leadership skills. Knowledge of the relevant policies pertaining to childcare. Be able to implement and manage administrative procedures, and new development and methodologies in childcare work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organizing skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding, Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.

DUTIES: Supervise staff to ensure an effective care service. Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Keep up to date with new developments in the child and youth care and substance abuse field. Supervise and perform clerical/administration functions. Compile shift schedule for child and youth care workers and team leaders.

ENQUIRIES: can be directed to Ms A Njaba at 043 605-5101 OR Mr M. Madonci 043 605-5110

POST 07/96: ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD 08/02/2020

SALARY: R140 958 per annum
CENTRE: Chris Hani: Intsika Yethu (Cofimvaba)
REQUIREMENTS: Standard 10/ Grade 12 / equivalent certificate. Proficiency in computers and inventories would be an added advantage. Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.

DUTIES: Must have knowledge and understanding of human behavior and social systems. Must have knowledge and understanding of the inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Must be able to manage the relations with all relevant role players, internal and external (e.g. in department/provinces, NGOs, local community structures. Must be able to coordinate the identification, facilitation and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery area. Must be able to conduct research relating to community development work. Must be able to interpret, implement and give guidance on policies and legislation related to community development.

ENQUIRIES: can be directed to Ms A Njaba at 043 605-5101 OR Mr M. Madonci 043 605-5110

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Head Office: Enquiries – Mrs. R. Swartbooi Tel No: (043) 492 0949; Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and
Culture, Private Bag X0020, Bisho, 5605, Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwaiy Building, King William’s Town, 5605

**Amathole District**: Enquiries Mr. Trevor Jantjies Tel No: (043) 704 7806/083 454 9993 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 or Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

**Chris Hani District**: Attention Mr. X. Kwanini Tel No: (045) 492 0030/065 596 8907 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Mhtata, 5100, Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.

**OR Tambo District**: Attention Ms. N. Kenqa Tel No: (047) 502 9211/079 554 6886; Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mhtata, 5100, Hand deliver to: King William’s Town, 5605, Hand deliver to: No. 6 Ebden Street, Queenstown, 5319

**Closing Date**: 06 March 2020 at 12H00

**Note**: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at [http://www.info.gov.za/documents/forms/employ.pdf](http://www.info.gov.za/documents/forms/employ.pdf) which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver’s license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted.

**Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.**

**Other Posts**

**Post 07/97**

**Assistant Director: Recreation Development REF NO: DSRAC 01/02/2020**

**Salary**: R470 040 per annum (Level 10) (An all-inclusive remuneration)

**Centre**: Amathole District

**Requirements**: A Senior Certificate plus a National Diploma in Sport Management or Human Movement Science Studies with at least 3 years’ experience in the field of recreation at supervisory level. Knowledge of sport and recreation related government prescripts in particular those focusing on sport and recreation development, such as National Sports Plan. Sound knowledge of MPP grant framework, knowledge of Public Service Act, Public Service Regulation, Employment Equity Act, Public Service Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management Development System (EPMDS) and other applicable government prescripts. Planning, organizational, communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A valid driver’s license.

**Duties**: Assist in management of sub-directorate staff and implementation of EPMDS. Assist in managing budget, compile business plans and operational plan for
recreation section. Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub-directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the system of the department. Facilitate the process of recreation development, transformation working with recreation structures, and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Assist in managing and eliminating risk hazards within the section being guided by the policies of the department and public service regulations. Assist managing the coordination of activities and festivals at hub, local and district levels. Facilitate programmes that promote moral regeneration and a healthy lifestyle.

ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: 043 492 0949

POST 07/98 : ASSISTANT DIRECTOR: MUSEUM & HERITAGE REF NO: DSRAC
02/02/2020

SALARY : R470 040 per annum (Level 10) (An all-inclusive remuneration)
CENTRE : OR Tambo District
REQUIREMENTS : A Senior Certificate plus a National Diploma in Social Science (Historical/Heritage Studies) with 3 years’ experience working in a Museum (Specifically Cultural Heritage Environment) at supervisory level. Knowledge of government prescripts and policies in Heritage and Museum. Good presentation skills. Good verbal and written communication skills. Good interpersonal skills. A valid driving license.

DUTIES : Managing the section of Museum and Heritage in the District. Develop and promote Museum and Heritage in the district. Ensure compliance with statutory requirements within the section. Monitor and managing the budget of the section. Planning of budget and operational plans. Reporting of activities and project monthly, quarterly and annually. Manage identification development and promotion of both tangible and intangible Cultural Heritage and indigenous knowledge systems. Strength relations with local authorities, indigenous traditional and religious leaders. Supervise staff and provide support to the section.

ENQUIRIES : can be directed to Mrs. R. Swartbooi Tel No: 043 492 0949

POST 07/99 : ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: DSRAC
03/02/2020

SALARY : R470 040 per annum (Level 10) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : A Senior Certificate plus a B.A degree with seSotho and English/Afrikaans as major subjects; or a Degree/ Diploma in Translation/ Interpreting Studies in seSotho and English/Afrikaans. A post graduate qualification in Languages will be an added advantage; a minimum of 3 years’ experience in translation and interpreting at supervisory level. Good written and verbal communication skills. Ability to translate technical and legal documents to and from seSotho and at least one of the other Eastern Cape official languages. Proficiency in spelling and grammar. Experience and knowledge in publishing and creative writing. Should be able to work independently and under pressure. Knowledge and understanding of prescripts in the field of languages. Sound knowledge of EPMDs and PFMA and other government prescripts. Good report- writing and presentation skills; creative thinking, problem solving skills and be self-driven. Computer literacy and good interpersonal relations; knowledge of Excel and PowerPoint; knowledge of South African Sign Language or willingness to learn it. Driver’s license is a must.

DUTIES : To implement approved operational plan; coordinate language services programmes; supervise subordinates on translation and interpreting services in the province. Provide and facilitate language related development initiatives, such as supporting the language structures in the other official languages of the province including dialects; support such programmes as International Translation Day and workshops. Proof-read and edit translated seSotho documents. Provide interpreting services when necessary. To provide guidance in publication of manuscripts. To monitor language units in other government departments on implementation of Eastern Cape Use of Official Languages Act.
ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949
NOTE: Preference will be given to qualifying female applicants

POST 07/100: ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: DSRAC 04/02/2020

SALARY: R376 596 per annum (Level 09) (An all-inclusive remuneration)
CENTRE: Head Office


ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

POST 07/101: ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: DSRAC 05/02/2020

SALARY: R376 596 per annum (Level 09) (An all-inclusive remuneration)
CENTRE: Head Office

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

**ENQUIRIES**: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

**POST 07/102**: LABOUR RELATIONS PRACTITIONER REF NO: DSRAC 06/02/2020

**SALARY**: R316 791 per annum (Level 08) (An all-inclusive remuneration)

**CENTRE**: Amathole District


**DUTIES**: Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports. Facilitate the implementation of the District Wellness Program.

**ENQUIRIES**: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

**POST 07/103**: SENIOR PROVISIONING ADMIN OFFICER REF NO: DSRAC 07/02/2020

**SALARY**: R316 791 per annum (Level 08) (An all-inclusive remuneration)

**CENTRE**: Head Office


**DUTIES**: Render and Coordinate Acquisitioning services, ensuring the issuing of orders and they have been issued in accordance with the SCM Policy, Treasury Regulations, BB BEE and Preferential Procurement Act. Must be able to do follow ups on manual orders and ensure that the Logis orders are issued. Good administration knowledge and skills are a requirement.

**ENQUIRIES**: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

**POST 07/104**: PRINCIPAL HR OFFICER REF NO: DSRAC 08/02/2020

**SALARY**: R257 508 per annum (Level 07) (An all-inclusive remuneration)

**CENTRE**: Chris Hani District

ENQUIRIES : can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

POST 07/105 : ADMIN OFFICER: COMPLIANCE MANAGEMENT REF NO: DSRAC 09/02/2020

SALARY : R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Head Office

DUTIES : To render Compliance services to all sub sections of Supply Chain Management. Review Supply Chain Management compliance before an official order is issued. Compile and monitor Risk Register. Compile MPAT submissions for SCM. Facilitation and monitoring of SCM budget. Coordinate Supply Chain PDMS. Timeous submission of EC’s to Finance. Submission of budget adjustments on time. Compilation of vote 14 when shifting of funds with the Directorate is need.

ENQUIRIES : can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

POST 07/106 : ADMIN CLERK: LOGISTICS AND STORES MANAGEMENT REF NO: DSRAC 10/02/2020 (X2 POSTS)

SALARY : R173 703 per annum (Level 05)
CENTRE : Head Office
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Computer Literacy. Knowledge of Supply Chain legislations and Records Management. Good verbal and written communication skills are needed. Certificate of electronic Filing System. Must have ability to work under pressure. Sound knowledge of customer care. Certificate in Records Management and implementation of File plan. One (1) year Public service internship programme experience will be given preference.


ENQUIRIES : can be directed to Mrs. R. Swartbooi Tel No: 043 492 0949

POST 07/107 : ADMIN CLERK – ARCHIVES (DIGITISATION) REF NO: DSRAC 11/02/2020 (X9 POSTS)
One (1) Year Contract)

SALARY : R173 703 per annum (Level 05) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : A Senior Certificate plus Diploma in Archives and Records Management with 2 years' experience in the records management field. Knowledge of electronic records management systems and digitised archiving. IT skills. Excellent report writing ability. Computer Literacy, good communication skills (written and verbal). Good interpersonal relations and leadership skills. Must be in possession of a valid code 08 driving license.


ENQUIRIES : can be directed to Mrs. R. Swartbooi Tel No: 043 492 0949
DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Should be directed to The Department of Transport, Office no. A48, 32 Fleming Street, Stellenbosch Park, Schornville, King William’s Town. Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605.

FOR ATTENTION: Mrs N. Nozakhe

CLOSING DATE: 06 March 2020

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

OTHER POST

POST 07/108: ASSISTANT DIRECTOR: CONTRACTS AND PROJECTS MONITORING SERVICES REF NO: DOT01/02/2020 (X2 POSTS)

SALARY: R376 596 per annum (Level 09)

CENTRE: Head Office – K.W.T


DUTIES: Provision of knowledge and advice on contract development, management and review. Provide advice and guidance to the department on development of contracts. Scrutinise all contracts that are already in existence. Implement the contract management strategy. Communicate contract management strategy to all sections in the department. Identify gaps on contracts and facilitate reviewal of them. Ensure effective management of all contract documents. Provision of knowledge and advice on project identification, development, implementation, management and review. Participate in the development of project management strategy. Coordinate identification of projects by respective chief directorates. Assist directorates with project development and implementation. Identify and develop project management tools. Monitor and evaluate implementation of project management tools. Development of a public, private partnership framework. Participate in the development of public, private partnership framework. Coordinate implementation of public, private partnership framework. People management. Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives.

ENQUIRIES: Mr. Ngcobo Tel No: (043) 604 7455 Ext 7455
**ANNEXURE V**

**PROVINCIAL ADMINISTRATION: FREE STATE**

**DEPARTMENT OF HEALTH**

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<thead>
<tr>
<th>CLOSING DATE</th>
<th>:</th>
<th>06 March 2020</th>
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<tbody>
<tr>
<td><strong>NOTE</strong></td>
<td>:</td>
<td>Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a>. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s), with a candidate whose transfer/promotion/appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.</td>
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<td><strong>OTHER POSTS</strong></td>
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<td><strong>POST 07/109</strong></td>
<td>:</td>
<td>OPERATIONAL MANAGER: PNB-3: (NEONATAL HIGH CARE/ MATERNITY**</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>:</td>
<td>R562 800 per annum (OSD)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>:</td>
<td>Botshabelo Hospital, Botshabelo</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>:</td>
<td>Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Advance Midwifery and Neonatology accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC) knowledge and skills: Good Interpersonal and communication skills. Computer literacy. To practice nursing in an Ethical and Legal Manner. Valid Driver’s License. Experience in Neonatal Core Standards and Management of Information.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>:</td>
<td>Provision of optimal specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources (human and material). Participation with training and research. Provision of support to general nursing care. Overall management of Maternity within the Hospital set up. Upholding the National Core Standards. Formulate and develop operational policies. Guidelines and standard operational plans. Work as part of multi-disciplinary team at unit level to ensure good nursing care by nursing team. Ensure effective and amicable supervision with persons of diverse intellectual, cultural, racial or religious differences. Manage own work, time and that of junior colleagues, facilitating proper nursing services in the unit. Ensure concern for patients, promoting, advocating and facilitating proper</td>
</tr>
</tbody>
</table>
treatment and care. Ensure that the unit adheres to Batho Pele Principles. Must be able to develop contacts, build and maintain network of professional relations in order to enhance service delivery. Must demonstrate a basic understanding of HR and Financial Policies and Practices.

ENQUIRIES : Me NB Tau, Tel No: (051) 533 0211
APPLICATIONS : To Be Send To: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781
FOR ATTENTION : Mr K J Molise

POST 07/110 : OPERATIONAL MANAGER: PNB-3: (PATIENT CARE) REF NO: H/O/3

SALARY : R562 800 per annum (OSD)
CENTRE : Botshabelo Hospital, Botshabelo
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional nurse plus a post-basic nursing qualification with a duration of at least 1 year in Orthopaedics/Trauma accredited with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post- basic qualification. Current registration with the South African Nursing Council (Sanc) Knowledge and Skills: Good Communication and Interpersonal Skills, Knowledge of key priority health programs. Knowledge and understanding on National Core Standards and Ideal clinical realization program. Strong management and leadership skills. Computer literacy.

DUTIES : Provide holistic nursing care to patients at cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, financial and Information resources, related policies and information. Work as park of multi-disciplinary team at unit level to ensure good nursing care by nursing team. Ensure effective and amicable supervision with persons of diverse intellectual, cultural, racial or religious differences. Manage own work, time and that of junior colleagues, facilitating proper nursing services in the unit. Ensure concern for patients, promoting, advocating and facilitating proper treatment and care. Ensure that the unit adheres to Batho Pele Principles. Must be able to develop contacts, build and maintain network of professional relations in order to enhance service delivery.

ENQUIRIES : Me NB Tau Tel No: (051) 533 0211/Mr KJ Molise, Tel No: (051) 533 0225
APPLICATIONS : To Be Send To: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781
FOR ATTENTION : Mr KJ Molise and Mr PP Mathinya

POST 07/111 : OPERATIONAL MANAGER: PNB-3: (PAEDIATRIC WARD) REF NO: H/O/5

SALARY : R562 800 per annum. (OSD)
CENTRE : Botshabelo Hospital, Botshabelo
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced Paediatric Nursing Science, accredited with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post- basic qualification. Current registration with the South African Nursing Council (SANC) Knowledge and Skills: Knowledge of the Public Service Act and Regulation and Public Finance Management Act (PFMA). Knowledge of OSD for Nursing. Computer Literacy. Compliance with the Educational qualification, statutory requirements and competencies for the job level. Knowledge And Skills: Good Communication and Interpersonal Skills, Knowledge of key priority health programs. Knowledge and understanding on National Core Standards and Ideal clinical realization program. Strong management and leadership skills. Computer literacy.

DUTIES : Ensure that comprehensive nursing treatment and care is delivered to patients in cost effective, efficient and equitable manner by the specialty units. Ensure compliance to professional and ethical practice. Ensure coordination of

ENQUIRIES: Me NB Tau Tel No: (051) 533 0211/Mr KJ Molise, Tel No: (051) 533 0225
APPLICATIONS: To Be Send To: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781.
FOR ATTENTION: Mr KJ Molise and Mr PP Mathinya

POST 07/112: CLINICAL NURSE PRACTITIONER: PNB-2: (POST NATAL WARD) REF NO: H/C/6

SALARY: R471 333 per annum (OSD)
CENTRE: Botshabelo Hospital, Botshabelo
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Advance Midwifery and Neonatology, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Current registration with the South African Nursing Council (SANC). Knowledge And Skills Good Interpersonal and communication skills. Computer literacy. To practice nursing in an Ethical and Legal Manner. Valid Driver’s License. Experience in Neonatal Core Standards and Management of Information.

DUTIES: Provision of optimal specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources (human and material). Participation with training and research. Provision of support to general nursing care. Overall management of Maternity within the Hospital set up. Upholding the National Core Standards. Formulate and develop operational policies. Guidelines and standard operational plans. Work as part of multi-disciplinary team at unit level to ensure good nursing care by nursing team. Ensure effective and amicable supervision with persons of diverse intellectual, cultural, racial or religious differences. Manage own work, time and that of junior colleagues, facilitating proper nursing services in the unit. Ensure concern for patients, promoting, advocating and facilitating proper treatment and care. Ensure that the unit adheres to Batho Pele Principles. Must be able to develop contacts, build and maintain network of professional relations in order to enhance service delivery. Must demonstrate a basic understanding of HR and Financial Policies and Practices.

ENQUIRIES: Me NB Tau Tel No: (051) 533 0211
APPLICATIONS: To Be Send To: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781.
FOR ATTENTION: Mr KJ Molise and Mr PP Mathinya

POST 07/113: CLINICAL NURSE PRACTITIONER: PNB-1: (POST NATAL WARD) REF NO: H/C/7

SALARY: R383 226 per annum (OSD)
CENTRE: Botshabelo Hospital, Botshabelo
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced Paediatric Nursing science, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nurse. At least 1 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post- basic qualification. Current registration with the South African Nursing Council (SANC) Knowledge And Skills: Good Communication and Interpersonal Skills, Knowledge of key priority health programs. Computer literacy.
DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the maternity ward. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive 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 guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resource.

ENQUIRIES: Me NB Tau Tel No: (051) 533 0211 Mr KJ Molise, Tel No: (051) 533 0225
APPLICATIONS: To Be Send To: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781.
FOR ATTENTION: Mr KJ Molise and Mr PP Mathinya

POST 07/114: CLINICAL NURSE PRACTITIONER: PNB-1: (MATERNITY WARD) REF NO: H/C/9 (X2 POSTS)

SALARY: R383 226 per annum (OSD)
CENTRE: Botshabelo Hospital, Botshabelo
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced Midwifery, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nurse. At least 1 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification. Current registration with the South African Nursing Council (SANC) Knowledge and Skills: Good Communication and Interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in Post Natal ward. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive 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 guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resource.

ENQUIRIES: Me NB Tau Tel No: (051) 533 0211 Mr KJ Molise, Tel No: (051) 533 0225
APPLICATIONS: To Be Send To: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781.
FOR ATTENTION: Mr KJ Molise and Mr PP Mathinya

POST 07/115: CLINICAL NURSE PRACTITIONER: PNB-1: (THEATER) REF NO: H/C/8 (X2 POSTS)

SALARY: R383 226 per annum (OSD)
CENTRE: Botshabelo Hospital, Botshabelo
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced Theater Technics, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nurse. At least 1 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification. Current registration with the South African Nursing Council (SANC) Knowledge and Skills: Good Communication and Interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the Theatre ward. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive 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 guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resource.

**ENQUIRIES**
Mr KJ Molise Tel No: (051) 533 0211
Mr NB Tau Tel No: (051) 533 0225

**APPLICATIONS**
To Be Send To: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781.

**FOR ATTENTION**
Mr KJ Molise and Mr PP Mathinya

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

**APPLICATIONS**
Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought to the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No Applications Will Be Accepted By Staff In Offices In The Building.

**CLOSING DATE**
13 March 2020

**NOTE**
Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 applications are posted or hand 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. No e-mailed or faxed applications will be considered. 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.

**OTHER POSTS**

**POST 07/116**
CHIEF CONSTRUCTION MANAGER GRADE A (PROFESSIONAL) REF NO: PWI 20/05
Project Management Unit (PMU)

**SALARY**
Grade A: R1 042 872 per annum (An all-inclusive package) (OSD). The remuneration package consists of the basic salary, the Government’s Employee Pension Fund and flexible portion, which may be structured in terms of the rule for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance.

**CENTRE**
Bloemfontein

**REQUIREMENTS**
An appropriate degree in the built environment with six years’ experience as a registered Professional Construction Project Manager. Valid driver’s licence with exception of persons with disabilities. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Competencies: Programme and project management, Project management skills, principles and methodologies, Project and professional judgment, Computer-aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Legal and operational compliance, Research and development, Creating high performance culture, Technical consulting. Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness Communication, Computer skills, People management, Planning and organizing, Conflict management, Negotiation skills, Change management.

**DUTIES**
Oversee the implementation of projects. Project Design and analysis effectiveness. Maintain project operational effectiveness. Planning and
execution of in-house planned projects and manage the planning and execution of projects where consultants are appointed. Evaluate construction activities to ensure that consultant designs are executed and performed to acceptable standards and investigate cause on non-compliance. Approve fee accounts of consultants and payments of final accounts of consultants and payments of final accounts to contractors of engineering services. Check tender documents for inviting tenders recommended contractors or professional engineers on the roster of consultants and perform other admin work. Oversee that legal and environmental requirements are adhered to and provide advice guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Attend meetings with client departments of projects in a planning stage and site meetings during the execution of projects. Train and oversee candidate construction project managers to ensure their registration as professional.

ENQUIRIES : Mr. F Tokwe Tel No: (051) 492 3718

POST 07/117 : CONSTRUCTION PROJECT MANAGER GRADE A REF NO: PWI 20/04 (X2 POSTS)
Project Management Unit (PMU)

SALARY : R718 059 per annum (An all-inclusive package) (OSD). The remuneration package consists of the basic salary, the Government's Employee Pension Fund and flexible portion, which may be structured in terms of the rule for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance.

CENTRE : Bloemfontein


DUTIES : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, clients and management. Contribute to the human resources and related activities. Maintain the project management record system. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Give direction to team in realising the Chief Directorate’s strategic objective. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Monitor and report on the utilisation of equipment. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline. Train and oversee Candidate Construction Project Managers.

ENQUIRIES : Mr. F Tokwe Tel No: (051) 492 3718
DEPARTMENT OF TREASURY

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

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

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

CLOSING DATE:
06 March 2020

NOTE:
Directions to applicants 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 CV), driver's license if required, identity document and a 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. Candidates will also be subjected to a competency assessment as well as a practical test. 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 applications are posted or hand 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. No e-mailed or faxed applications will be considered. 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 and previous employment verification). The Department reserves the right not to make appointments for the advertised post.

MANAGEMENT ECHELON

POST 07/118:
DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FSPT 004/20

SALARY:
R1 057 326 per annum (Level 13). (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:
An appropriate B-degree or equivalent qualification in the field of Commerce/Management/Public Administration with a minimum of five years’ experience in a middle/senior managerial position of which at least three years should have been in a supply chain management environment/financial management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and supply chain management policies. Computer literate. Working knowledge of transversal systems such as the Central Supplier Database (CSD), LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES:
Oversee and monitor supply chain, assets, logistics and transport management in the Department. Manage demand and acquisition functions to ensure effective and efficient procurement of goods and services. Ensure effective implementation and management of supply chain management functions in line with the National Treasury SCM framework. Manage risks with regard to supply chain management in the Department to minimize risks and enhance performance with regard to supply chain management processes.
Manage logistics processes for effective and efficient payment of procured goods and services. Manage assets and disposal processes in the Department. Develop and implement sound supply chain management policies and procedures. Monitor the implementation and application of the Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment Act (B-BBEE). Respond to Auditor General’s audit queries on matters related to supply chain management. Serve as a member of Bid Evaluation Committees and provide technical guidance and assistance to the evaluation committees, specification committees and inter-departmental bid committees. Manage the resources of the Directorate to ensure proper functioning of the Directorate.

ENQUIRIES: Mr. MP Mokoena Tel No: (051) 405 5449

OTHER POST

POST 07/119: GRAPHIC DESIGNER REF NO: FSPT: 017/19
Re-advert Candidates who already applied for this post, need not re-apply, as their applications will still be considered.

SALARY: R257 508 per annum (Level 07) (A basic salary)
CENTRE: Bloemfontein
REQUIREMENTS: A relevant Degree/Diploma in Graphic Design or Multimedia Design or equivalent qualification. Minimum of 1 year experience in a graphic design environment, photography and editing skills.
DUTIES: Implement and assist with design, layout and cover concepts for departmental reports such as annual reports, strategic reports, strategic plans, branch reports and newsletters. Develop and implement creative concepts and products for departmental events and activities. Develop and implement multimedia content, including photographs for digital publications and the website. Provide advice and ensure correct application of the departmental logo in line with prescripts (Corporate Identity Manual). Archive all visual content and publications produced. Support the Web Developer through supplying multimedia content for the website and intranet.

ENQUIRIES: Mr. T Mokokoane Tel No: (082) 887 8413 (Office hours only)
ANNEXURE W

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

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

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

CLOSING DATE: 06 March 2020, 16h00. No late applications will be considered.

NOTE: Applications must be submitted on a Z83 form, obtainable from any public service department or from the website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document/s (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. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 07/120

CHIEF FINANCIAL OFFICER: REF NO: REFS/005068
Re-Advertisements and people who applied
Directorate: Finance

SALARY: R1 251 183 - R1 495 956 per annum (All-inclusive salary package which can be structured according to the individual's needs).

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus an undergraduate qualification (NQF level 7) as recognised by SAQA in the field of Financial Management and CA qualification. 5 years proven experience in a senior managerial position. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Support the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations and DORA. Facilitate the implementation of national norms and standards where applicable. Advise the HOD pertaining to matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transverse financial matters. Provision of sound financial, supply chain and facilities management to enable the Department to make informed decisions. Ensure that an effective MTEF adjusted budget is compiled and the preparation of interim financial and annual financial statements. Maintaining an effective Supply Chain Management System. Ensuring proper maintenance of systems of internal control, cash management, liabilities management, expenditure and revenue management. Identifying, managing and implementing risk and mitigation plans for the achievement of GDARD objectives. Ensure overall management and control of the CFO Chief-Directorate. Providing strategic advice to the
Department in respect of Financial Management. Overseeing the budgeting and expenditure monitoring processes. Presenting the monthly financial reports to the Executive Management Team and Senior Management Team within the Department. Pay Suppliers within 30 days of receipt of invoice by the Department.

ENQUIRIES : Ms. Lungi Dhlamini Tel No: (011) 240 2527

OTHER POST

POST 07/121 : PRODUCTION SCIENTIST GRADE A-C: CONSERVATION PLANNER REF NO: REFS/005063
Directorate: Biodiversity Management
Re-Advertisements and people who applied may re-apply

SALARY : R585 366 – R893 175 per annum (all-inclusive salary which can be structured according to an individual needs).

CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Honours degree (NQF Level 8) in BSc in Conservation/ Biology/ Botany/Ecology as recognised by SAQA). MSc or PhD in Conservation/ Biology/Botany/Ecology will be an added advantage. 3 years relevant working experience in the field of Conservation Planning and/ or Conservation Biology. Proven experience in systematic biodiversity planning and spatial problem solving. Must be registered as a Professional Natural Scientist (Conservation Science or Ecological or Botanical Sciences) with SACNASP or proof that registration is in process. Valid driving licence. Competencies: Skills in GIS, database management and conservation planning software. Able to take the leadership role with the development and implementation of the systematic conservation planning process.

DUTIES : Manage and develop of the Gauteng Conservation Plan. Network, coordinate and interact with relevant internal and external stakeholders. Manage and control the quality of data. Offer spatial decision support with projects such as EIA evaluations, protected area expansion and stewardship projects. Write report, develop and train staff on systematic conservation planning.

ENQUIRIES : Ms Thili Mashau Tel No: (011) 240 3096

DEPARTMENT OF EDUCATION

APPLICATIONS : Head Office (HO): Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001. 
District Johannesburg South (JS): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957, Check Enquiries on the Advert.

CLOSING DATE : 06 March 2020
NOTE : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.
OTHER POSTS

POST 07/122: EXECUTIVE ASSISTANT REF NO: HO2020/02/03
Directorate: Office of the HOD

SALARY: R733 257 per annum (All-inclusive package)
CENTRE: Head Office, Johannesburg

DUTIES: Set up and manage meetings for the Head of the Department. Manage the diary of the HoD, set up meetings or accept meetings requested by others where needed. Resolve issues independently. Print all documentation relevant to meetings and prepare daily meeting packs and give them to the HoD for their reference. Take minutes of formal or governance meetings. Ensure that the minutes are typed, approved by the meeting chair and distributed to the relevant parties within the agreed time period. Provide administrative support to the HoD. Review the HoD’s incoming mail on an ongoing basis. Flag items that need personal attention respond to the appropriate ones directly and redirect selected emails to the executive's direct reports or other departments for resolution. Prepare presentations and reviews for the HoD by researching and packaging detailed content. Oversee the management of the HoD’s office to ensure smooth operations and that resources are available and operating effectively. Draft communications to be distributed in the Department on behalf of the HoD. Develop leave plans for the HoD. Maintain all confidential filing on behalf of the executive. Monitor operational expenses and support governance processes in the Office of the HoD. Monitor expense budgets on a monthly basis and highlight potential issues to the HoD. Review Team’s expense claims and prepare for sign off by the HoD. Maintain a gift and asset register for cost control and compliance purposes. Manage travel arrangements for the HoD. Liaise with Departmental approved travel agencies to make travel bookings for domestic, regional and international trips the HoD has to undertake. Ensure adherence to travel policy requirements in terms of class of travel and types of accommodation. Arrange airport and hotel transfers for the HoD. Provide detailed trip itineraries prior to each trip. Study relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regard to the policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the HoD. Remain abreast with the procedures and processes that apply in the office of the HoD.

ENQUIRIES: Mr. Makubetse Sekhonyane Tel No: (011) 355 0896

POST 07/123: ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2020/02/05
Directorate: Recruitment and Selection

SALARY: R376 596 per annum
CENTRE: Head Office, Johannesburg
Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver’s license is essential.

**DUTIES**

Assist in the development and implementation of the GDE recruitment, selection, retention, human resource provisioning and placement strategies and ensure the implementation thereof. Assist in research to inform recruiting practices and strategies that drive programme success. Ensure the implementation of recruitment, selection, retention, human resource provisioning and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the analysis and planning of Human Resource Provisioning requirements for the Department. Coordinate the administration of all recruitment, selection, appointments, movements, placement, human resource provisioning and retention of staff for the cluster. Coordinate the placement of graduates. Coordinate the redeployment and conversion of personnel including staff who are additional to the establishment. Partake in guiding and advising personnel on human resource provisioning matters to enhance the correct implementation of personnel administration practices and policies. Ensure all personnel administration verification of qualifications are done and supervise the staff. Collate and compile of reports e.g. progress reports, monthly reports, etc.

**ENQUIRIES**

Ms Mathlodi Moloto Tel No: (011) 843 6831

**POST 07/124**

**ASSISTANT DIRECTOR: SPECIAL INVESTIGATION REF NO:** HO2020/02/06
Directorate: Special Investigation
Re-advertisement and candidates who previously applied may re-apply.

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate, recognized three-year National Diploma/Degree in Public Management/Public Administration in plus minimum 3 years’ experience within a Public-Sector environment. Computer literacy skills. Sound report writing skills. Stakeholder relations. Conflict management and negotiation skills. Good verbal and written communication skills. An understanding of transformation issues and capacity building processes in the education sector. Ability to work independently as well as in a team. Valid Driver’s License is essential.

**DUTIES**

Participate in the identification of underperforming schools. Coordinate interventions by relevant stakeholders to promote improved performance in schools. Respond to flash point (s) as requested to stabilize unrest situation/s. Facilitate the resolution of all cases referred in the Directorate. Monitor case reporting from internal and external Stakeholders; and prepare progress reports thereof. Supervise the administration support staff in the Directorate.

**ENQUIRIES**

Ms Lerato Machaka Tel No: (011) 843 6532

**POST 07/125**

**SENIOR ADMIN OFFICER: INTERNAL COMMUNICATION REF NO:** HO2020/02/07
Directorate: Internal Communication

**SALARY**

R316 791 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**


**DUTIES**

Provide effective administrative and communication support to the Internal Communication Unit. Compile submissions for procurement of
Communication related goods and services and coordinate procurement of goods and services thereof. Monitor assets in the Internal Communication Unit. Administer HR processes within the Internal Communication Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, polices etc. Work with HR to facilitate information sessions for all staff to publicize policies. Provide effective general and logistical support in coordinating the Internal and District Communication Forums. Compile correspondence, reports and articles for the weekly online newsletter. Provide secretariat services during Editorial meetings. Arrange and coordinate visits, meetings and other events, including shootings for the newsletter. Liaise with internal and external stakeholders. Arrange open days and staff relations initiatives. Provide effective records management services to the Internal Communication Unit. Monitor the tracking of files and correspondences.

ENQUIRIES:
Ms Brenda Mabasa Tel No: (011) 355 0201

POST 07/126:
SENIOR PERSONNEL PRACTITIONER REF NO: HO2020/02/09
Directorate: Recruitment and Selection

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg

REQUIREMENTS:

DUTIES:
Implement the GDE’s recruitment, selection, retention and placement strategies and ensure the implementation thereof. Collect and collate data in order to assist in identifying and solving challenges in existing recruitment, selection, and retention and placement strategies. Assist in the development of Human Resource Provisioning policies based on gaps identified in district offices. Assist in the development of a Departmental Recruitment Strategy and assist the implementation thereof. Adhere to and ensure that subordinates adhere to all Human Resource Provisioning prescripts when carrying out their duties. Administrate all response handling, recruitment, selection, appointments, placement and retention of staff. Provide administrative services in the transfer, absorptions and secondments of the officials. Maintain an up to date databases for response handling, recruitment, selection, appointments, placements and retention of staff. Facilitate the effective receipt, sifting, capture and distribution of all applications and maintain the safekeeping of such documentation in line with relevant legislation and policies. Coordinate the storage and disposal of applications. Coordinate the publication of vacancy lists and the advertisement of departmental vacancies. Assist in the collation and compilation of reports e.g. progress reports, monthly reports, etc. Assist in the compilation and forwarding of submissions to delegated authority. Partake in advising line management on matters related to recruitment and selection. Assist in provision of advisory services to shortlisting and interview panels. Conduct compliance, background and reference checks. Facilitate competency assessments for MMS and SMS levels for recruitment purposes. Maintain an accurate filing system for...
branches and districts. Provide continuous coaching and mentoring of subordinates.

**ENQUIRIES**
Ms Winny Radzilani
Tel No: (011) 843 6540

**POST 07/127**
**SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION REF NO JS2020/02/10**
Sub-Directorate: Education Support

**SALARY**
R316 791 per annum

**CENTRE**
Johannesburg South District

**REQUIREMENTS**
An appropriate three-year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management plus minimum of 2 years' experience in providing administration/office support. In Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver's license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

**DUTIES**
Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders Provide effective administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling of documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

**ENQUIRIES**
Mr Patrick Sesane
Tel No: (011) 247 5944

**POST 07/128**
**DRIVER/MESSENER REF NO: HO2020/02/11 (X3 POSTS)**
Chief Directorate: District Operations Management (Ekurhuleni Region)

**SALARY**
R145 281 per annum

**CENTRE**
Head Office

**REQUIREMENTS**
ABET/ Grade 10. A minimum of 7 months relevant experience in driving light cars. Knowledge and understanding of Batho Pele principles and the procedures to operate motor vehicles. Excellent verbal and written communication skills. Good inter-personal relations skills, driving skills. Valid Driver’s license is required. PDP served as added advantage. Ability to work independently and under pressure.

**DUTIES**
Maintain a Logbook for the allocated vehicle. Complete all the required and prescribed records including log book with regards to the vehicle prior to using the allocated vehicle. Ensure trip/travel authorization for the vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicles to transport passengers to other offices. Ensure that only authorized persons are carried in the assigned vehicle. Collect and/deliver correspondence at Head Office, District Offices or any other offices as requested by the Line Manager. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondences to different buildings in the Department. Record and control correspondences register. Follow up on submissions and/procurement requests. Perform general office assistance in the Business Unit (Make copies, shred documents)

**ENQUIRIES**
Ms. Jabulani Mabuza
Tel No: (010) 600 6192(DOM: Ekurhuleni Region)
Ms Muriel Simelane
Tel No: (011) 355 0567 (CD: School Management)
Ms Rhirandzu Mabasa
Tel No: (011) 843 6529 (Branch: Corporate Management).
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ P/Bag x112, Marshalltown, 2107 or Applicants can apply online at www.gautengonline.gov.za.

CLOSING DATE: 06 March 2020

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

OTHER POSTS

POST 07/129: DEPUTY DIRECTOR: GENDER FOCAL POINT REF NO: REFS/005069
Directorate: GEYODI

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric certificate plus minimum of NQF level 6 in Public Administration/Mainstreaming or Bachelor’s Degree in Social Sciences. Minimum of 3-5 years in a role relating to mainstreaming.

DUTIES: Ensure Institutionalisation of a legal framework that provides an enabling policy environment for ensuring the efficient facilitation of processes that incorporates a GEYODI perspective and effective ways to integrate gender mainstreaming in the following areas: Violence against women, youth and people with disabilities and children Lack of access to resources and infrastructure Lack of delivery of comprehensive, integrated services to women Unemployment, and other social issues Impact of HIV/AIDS Discrimination Ensure integration of affirmative action as a tool to implement employment equity with regards to gender inequalities particularly within certain professions and at managerial levels. Monitor implementation of policies, strategies and programmes that incorporates empowerment issues for women, youth and people with disabilities. Mainstreaming and alignment of skills development policies with gender inequalities guidelines particularly in areas that are presently male dominated. Monitor implementation of a transversal policy framework on sexual harassment and/or violence against women, youth and people with disabilities in the workplace. Keep in touch with and give feedback to relevant stakeholders on policy developments. Assist to manage the development, and execution of a comprehensive array of processes/activities addressing gender inequalities within the Department of e-Government. Promotion of gender sensitivity through strengthening of gender awareness campaigns, gender equality training, and the dissemination of a gender-disaggregated and gender relevant public service. Conduct specific gender-based analysis to establish adequacy in dealing with gender issues. Coordinate and ensure the efficiency of capacity building programmes. Coordinate the departmental workplace GEYODI forums and forge a relationship to the broader GPG GEYODI forum. The role is responsible for processing administrative duties for the sub-directorate. Produces monthly
reports and any other administrative documents as required for the function. Administer the processes relating to the departmental GEYODI forums.

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

POST 07/130
SENIOR PRACTITIONER: DESKTOP SUPPORT REF NO: REFS/005066 (X2 POSTS)
Directorate: Infrastructure

SALARY: R316 791 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a minimum of National Diploma in Information Technology with 2 - 3 years’ experience in IT/Desktop Support environment. Microsoft MCSE or MCSA will be an added advantage. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.

DUTIES: To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient.

ENQUIRIES: Ms, Portia Makotwane Tel No: (011) 689 8898

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

ERRATUM: Kindly note that the post of Diagnostic Radiographer Grade 1/2/3 with Ref No: DRADIO06/20 and post of Registrar: (Dental) Prosthodontics with Ref No: REGPRO04/20 (For Wits Oral Health Centre) advertised in the Public Service Vacancy Circular 03 dated 24 January 2020, they have been withdrawn. Enquiries: Mr Pula Monama, Tel (011) 481 2099. We apologies for any inconvenience caused.

OTHER POSTS
POST 07/131
HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR LECTURER
Directorate: Maxillofacial and Oral Radiology (Diagnostic Imaging)

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: BChD degree or equivalent qualification and be registered with the HPCSA as a Dentist in the category independent practice. A Master’s degree with the research component in the field of Maxillofacial and Oral Radiology. A minimum of three years’ experience post acquisition of the master’s degree. Recommendations: Supervision of postgraduate research projects to completion, published research work, experience in reporting on Diagnostic Images are recommendations.

DUTIES: Manage the Diagnostic Imaging Section in the School of dentistry and must be able to take or guide the taking of CBCT images and interpret the results. Service rendering in the unit of Oral Diagnostic Imaging. Undergraduate and postgraduate teaching in this field. Other departmental duties deemed necessary by the HOD.
ENQUIRIES: Mrs Ina Swart Tel No: (012) 301 5705
APPLICATIONS: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

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: 06 March 2020

POST 07/132: HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR LECTURER
Directorate: Oral Pathology

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Minimum of three years' experience as a specialist in Oral Pathology, currently registered with HPCSA as an Oral Pathologist. Experience in teaching and training of undergraduate and postgraduate students in Maxillofacial and Oral Pathology, and General Pathology. Recommendations Supervision of postgraduate research projects to completion, published research work are recommendations.
DUTIES: Participate in the full spectrum of the diagnostic histopathology service of the Department. Undergraduate and postgraduate teaching/training in the field of Maxillofacial and Oral Pathology as well as General Pathology. Other Departmental duties deemed by the Head of Department.

ENQUIRIES: Mrs Ina Swart Tel No: (012) 301 5705
APPLICATIONS: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

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: 06 March 2020

POST 07/133: HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR LECTURER
Directorate: Prosthodontics

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as Dental Specialist in Prosthodontics. A minimum of 3 years' appropriate experience after registration with the HPCSA as a Dental Specialist. Experience in the teaching and training of undergraduate and postgraduate students. A record of accomplishment in research activity. Recommendations Supervision of postgraduate research projects to completion, published research work, and exposure to Implantology and CAD/CAM technology are recommendations.
DUTIES: Oversee and co-ordinate the undergraduate fixed and removable prosthetics course, including liaising with class co-ordinators in terms of procurement, lecture schedules, clinical sessions and moderation of test and exams. Be actively involved in own research as well as postgraduate research supervision. Participation on the postgraduate training platforms. Fulfil other departmental duties as deemed necessary by the HOD and assigned to them.

ENQUIRIES: Mrs Ina Swart Tel No: (012) 301 5705
APPLICATIONS: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

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: 06 March 2020

POST 07/134: HEAD CLINICAL UNIT/ASSOCIATE PROFESSOR/Senior Lecturer
Directorate: Periodontics and Oral Medicine

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Specialist. A minimum of 3 years’ appropriate experience as a Dental Specialist after registration with the HPCSA in the category of independent practice. Experience in teaching and training at both undergraduate and postgraduate levels. A record of accomplishment in research activity. Recommendations: Supervision of postgraduate research projects to completion, published research work and proficiency and proven skills in clinical Periodontology and Implantology are recommendations.

DUTIES: Oversee and co-ordinate the Under Graduate and Post Graduate, including liaising with class co-ordinators in terms of procurement training material schedules, clinical sessions and moderation of tests and exams. Be actively involved in own research as well as being a research supervisor. Attend PG seminars and treatment planning sessions and be available as a consultant for PG seminars and clinical session. Fulfil other department duties that may be deemed necessary by the HOD and assigned to them.

ENQUIRIES: Mrs Ina Swart Tel No: (012) 319 2688

APPLICATIONS: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

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: 06 March 2020

POST 07/135: HEAD CLINICAL UNIT/ASSOCIATE PROFESSOR/Senior Lecturer
Directorate: Maxillo-facial and Oral Surgery

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: Minimum of three years’ experience as a specialist in Maxillo-Facial and Oral Surgery. Current registration with HPCSA in the category independent practice in Maxillo-Facial and Oral Surgery. A record of accomplishment in research activity. Experience in teaching and training of undergraduate and postgraduate students. Recommendations: Supervision of postgraduate research projects to completion, published research work and exposure to a Maxillo-Facial subspecialty such as Oncology and Craniofacial Surgery are recommendations.

DUTIES: Co-ordination and active involvement in undergraduate and postgraduate teaching. Conducting research in the department. Co-ordination of postgraduate student’s education and their research outputs. Candidate will
participate in patient care, monitoring and evaluation of Oral and Maxillofacial services. Candidate will be expected to carry out administrative and managerial duties within the department. Overtime duties are compulsory. Actively involved in all teaching platforms of the department/ school of dentistry.

ENQUIRIES: Mrs Ina Swart Tel No: (012) 301 5705
APPLICATIONS: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to 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: 06 March 2020
POST 07/136: MEDICAL SPECIALIST – GRADE1 REF NO: MRH/06 /02/2020 (X1 POST)
Directorate: Internal Medicine

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

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

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

ENQURIES: Ms KH Mokwana Tel No: (012) 841 8387
APPLICATIONS: Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street Tsimaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than six months. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. If you did not hear from us within three months, consider your application as unsuccessful. The Hospital reserved the right to appoint. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.

CLOSING DATE: 06 March 2020
POST 07/137: MEDICAL SPECIALIST – GRADE1 REF NO: MRH/07 /02/2020 (X1 POST)
Directorate: Paediatrics

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

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

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

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

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

NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than six months. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. If you did not hear from us within three months, consider your application as unsuccessful. The Hospital reserved the right to appoint. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.

CLOSING DATE: 06 March 2020

POST 07/138: MEDICAL SPECIALIST – GRADE1 REF NO: MRH/08 /02/2020 (X1 POST)

Directorate: Family Medicine

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

CENTRE: Mamelodi Regional Hospital

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

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

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

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

NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than six months. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. If you did not hear from us within three months, consider your application as unsuccessful. The Hospital reserved the right to appoint. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.

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number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.

**CLOSING DATE** : 06 March 2020

**POST 07/139** : MEDICAL OFFICER (OBSTETRICS AND GYNAECOLOGY) REF NO: BGH/2020/FEB/06 (X2 POSTS)

Directorate: Medical

**SALARY**

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

**CENTRE**

Bertha Gxowa Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must be registered and have proof of the current registration with the HPCSA. **Grade 1**: No experience. **Grade 2**: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. **Grade 3**: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.

**DUTIES**

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervise junior doctors (interns and community service doctors). Attend relevant administrative meetings like mortality, near PSI and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients. Be willing to work in all disciplines.

**ENQUIRIES**

Dr Manning Tel No: (011) 278 7600

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE** : 20 March 2020

**POST 07/140** : OPERATIONAL MANAGER PATIENT CARE DAY AND NIGHT REF NO: 08/10/2020 (X2 POSTS)

Directorate: (Nursing and Administration/Management) Re-Advertisement

**SALARY**

R444 276 per annum (plus benefits)

**CENTRE**

Mamelodi Hospital

**REQUIREMENTS**

Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing) or equivalent that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. A one-year diploma/degree in nursing management will be an added advantage. Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy.

**DUTIES**

Demonstrate in depth understanding of nursing legislation & related legal & ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice by nursing teams (units) & institution. Demonstrate basic understanding of Human Resource & financial policies & practices. Effective leadership in managing disciplines & conflict resolution. Display concern for patients, promoting, advocating, & facilitating proper treatment & care and ensuring that the units adhere to Ministerial Priorities; the principle Batho Pele & Patients Right Charter. Demonstrate effective communication with patients, community, supervisor, and other health professional & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementing of nursing guideline of nursing guidelines, practice, standards and procedures. Manage and monitor proper utilization of human,
financial and physical resources. Provision of effective support to nursing services. Maintain professional growth/Ethical standards and self-development. Be informed in labour acts practices. Perform any other delegated duties.

NOTES: 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 form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS: to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
FOR ATTENTION: Mr. V Nakene (Recruitment Section)
CLOSING DATE: 06 March 2020
POST 07/141: NUCLEAR MEDICINE RADIOGRAPHER REF NO: CHBAH 291 (X2 POSTS)

SALARY: R395 703 per annum (Plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Nuclear Medicine Radiography. Grade 1: 4 Years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES: Render effective patient centred nuclear medicine service for in-and outpatient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES: Ms. V. Modisane Tel No: (011) 933 8502/9885
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
NOTE: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel
Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 20 March 2020

**POST 07/142** : PROFESSIONAL NURSE (SPECIALTY NURSING) (MCWH) REF NO: TDHS/A/2020/09

Directorate: Maternal and Women’s Health
Re-Advertisement

**SALARY** : R383 226 – R 444 276 per annum

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Five (5) years appropriate and recognizable experience in Nursing post registration as a professional nurse. Extensive knowledge of Primary Health Care with focus on Maternal and Women’s health. A qualification in advanced midwifery is an added advantage

**DUTIES** : Provide technical support to the program Maternal, Child and Women’s Health. Understanding and analysis of data. Supervision and support of facilities on MCWH services. Assist facilities to attain Ideal Clinic status. Training and mentoring on MCWH related activities. Participate in the planning of and implementation of the program according to the prescribed Guidelines, Policies and protocols.

**ENQUIRIES** : Ms RT Makau Tel No: (012) 451 9006

**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** : 06 March 2020

**POST 07/143** : PROFESSIONAL NURSE SPECIALTY (NEONATAL NURSING SCIENCE) REF NO: 09/02/2020 (X2 POSTS)

Directorate: (Nursing)

**SALARY** : R383 226 per annum (plus benefits)

**CENTRE** : Mamelodi Hospital

**REQUIREMENTS** : Grade 12 or equivalent NQF and level basic R425 qualification (i.e. Diploma/Degree in Nursing or equivalent qualifications that allows registration as a professional nurse. A post basic qualification with duration of at least 1 year accredited with the SANC in terms of Governance Notice No. R212 Neonatal Nursing Science. Skills required: Good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. National Core Standards. Demonstrate a basic understanding of HR and financial policies practices. Ability to plan and organize own work, time and that of support personnel to ensure proper smoothing running of Neonatal unit.

**DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients right charter principles. Maintain accurate and complete patient’s records according to legal requirements. Participate in staff, student and patient teaching. Ensure ongoing education and in-service training of EMTCT, BFHI and EPI. Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure
the use of Maternal and Child update protocols and guidelines in hospital. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. Human, financial, material.

NOTES: 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 form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS: to be sent to Mamelodi Hospital, Hand Post-delivery to19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
FOR ATTENTION: Mr. V Nakene (Recruitment Section)
CLOSING DATE: 06 March 2020

POST 07/144: ASSISTANT DIRECTOR: HAST PREVENTION PROGRAMMES AND NPO MANAGEMENT REF NO: TDHS/A/2020/12
Directorate: HIV/AIDS/STI & TB (HAST)
(Re-advertisement)
SALARY: R376 596 per annum (plus benefits)
CENTRE: Tshwane District Health Services
REQUIREMENTS: A relevant degree/diploma in social sciences/public administration/communication studies. A Certificate in HIV management and a minimum of 5 years working experience within the HAST environment with at least a year in management. In-depth knowledge of national HAST Prevention, Care and Support policies and guidelines. Experience in supporting community responses to HIV and creating synergy between community and facility-based programmes. Experience in managing NPOs and Community Health Workers. Advanced stakeholder management skills. Knowledge of the HTS Programme and Quality Assurance Process. Experience in managing campaigns and high-level events. Advanced communication skills. Ability to function within a multi-sectoral team. A valid code 8 driver’s license. Advanced computer literacy. Ability to function under pressure.


ENQUIRIES: Dr Jude Omeh Tel No: (012) 451 9022
APPLICATIONS: Applications must be delivered to: The Department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria, 0001.
CLOSING DATE: 06 March 2020

POST 07/145: ASSISTANT DIRECTOR: ADMIN AND LOGISTICS REF NO: DHS/ADM/001/2019
Re advert and those who applied before must re-apply for the position
SALARY: R376 596 per annum (Level 09) (plus benefits)
CENTRE: JHB Health District
REQUIREMENTS: An appropriate 3-year degree or National Diploma in Public Administration/Management/ equivalent Qualification with at least 3 years relevant experience at supervisory Level in Administration and Logistics. In-depth understanding of administration in the District Health Service environment will be an advantage. Good report writing skills, computer literacy and a code 8 driver’s license. To work in a multi-disciplinary team. To have appropriate knowledge of infection control and safety procedures in a Health environment. To have good interpersonal relations, be honest and reliable. Good communication skills. Organizational planning and problem solving.
skills. A good understanding of the Public Service Legislation such as Record management, and prescripts applicable to the Government including PFMA, Treasury Regulations and Public Service Act, Fleet management and information management Policies.

**DUTIES**

Plan, organize and control all activities of the co-operate staff in the district. Manage and provide overall support to the Administration/Logistics/support service staff, clerical, cleaning, registry and fleet Management) and liaise with internal and external stakeholders in all sub-district clinics. Facilitate compilation of operational plans and also improve the systems that are in place. Provide management advice and support to respective strategic processes. Enforce compliance with turn around strategies’ non-negotiable and manage Labour related issues. Conduct and manage performance assessment evaluations and monitor services within the area of responsibility. Organize, retrieve information and compile and submit reports.

**ENQUIRIES**

Mrs. S. Khanyile Tel No: (011) 694 3705/10

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 March 2020

**POST 07/146**

**OCCUPATIONAL THERAPIST GRADE 2 REF NO: BGH 2020/FEB/07 (X1 POST)**

Directorate: Allied

**SALARY**

R372 810 per annum (plus benefits)

**CENTRE**

Bertha Gxowa Hospital (Germiston)

**REQUIREMENTS**

Appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable). (5 years’ experience is required after registration with the HPCSA in the relevant profession. (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa).

**DUTIES**

Advising on specialist equipment to assist with daily activities, developing a rehabilitation programme to help rebuilding lost skills and restore lost confidence, advising on home and workplace environmental alterations, such as adjustments for wheelchair access. Teaching anxiety management techniques. Assisting people to return to work. Coaching people with learning difficulties or poor social skills. Mentoring people on how to control their own behavior. Liaising with other professionals such as Doctors, physiotherapists, social workers, equipment suppliers and architects, as well as patients
familiar, careers and employers. Writing reports and attending multidisciplinary case meetings to plan and review ongoing treatment. Organizing support and rehabilitation groups for careers and clients. Training students and supervising the work of occupational therapy assistants. Managing a caseload, prioritizing needs, and completing administrative tasks such as patient and budgetary records.

ENQUIRIES : Ms. L. Smook Tel No: (011) 278 7696
APPLICATIONS : Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
NOTE : Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached. Failure to do so will lead to disqualification. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
CLOSING DATE : 20 March 2020

POST 07/147 : DIETICIAN GRADE 1: REF NO: DIETICIAN/CARLT/ 2020/01
Directorate: Medical & Allied
SALARY : R317 976 – R361 872 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : BSc Dietetics degree, Registration with HPCSA as a Dietician in the category: Independent Practice. Current up to date registration as a dietician. Sound knowledge of general clinical nutritional management. Good written and verbal communication skills. Ability to work within a team and work closely with other disciplines.
DUTIES : To advice and plan nutritional care for individuals or groups of patients to meet their specific nutritional requirements. Knowledge on the management of paediatric, surgical and medical patients. Adhere to National and Provincial strategies, policies and protocols. Attend any relevant meetings and workshops. Compiling of statistics, perform record keeping, data collection and assist with budget control. Market and promote dietetic services. Ensure training and education of other occupational classes. Auditing of standards and implementation of corrective measures. Participate in multidisciplinary teamwork. Implement quality assurance guidelines and measures to improve patient care. Supervision of Community Service Staff. To execute any fair. Lawful, additional instruction issued by competent person.
ENQUIRIES : Mrs. H Agenbach Tel No: (018) 788 1730
APPLICATIONS : Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.
NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.
CLOSING DATE : 06 March 2020 16:00 PM

POST 07/148 : HUMAN RESOURCE OFFICER REF NO: DHS /HRM/005/19 (X2 POSTS)
Directorate: Johannesburg Health District
SALARY : R257 508 per annum (Level 07) (with benefits)
CENTRE : Sub-District ABCEF and Sub-District D
REQUIREMENTS : Matric and equivalent qualification with more than 10 years’ experience in Human Resources Administration or Management. A Relevant three (3) year tertiary qualification, Degree or Diploma in Human Resources Management with between 0-2 years’ experience in Human Resources will be an advantage. Knowledge of Persal system and training is essential. Ability to interpret and implement policies, Directives/circulars and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resources legislation, policy, procedures and processes applicable in Human Resources and be able to ensure compliance through implementation. Must have good communication, sound interpersonal relations, and conflict resolution skills. Must have excellent planning and organizational skills. To be prepared to work independently or with a team, under pressure and in stressful circumstances. A valid driver’s license and be Computer literate.
DUTIES: Overall management of Human Resources section and administer activities of the division includes amongst others, service benefits, recruitment of staff, effective management of staff establishment, leave management and Incapacity leave management. Implement Operational plan for Human Resources in line with the objectives of the Department. Administer performance of staff and the entire organization. Evaluate performance of HR staff and take corrective measures where warranted. Prepare and address Auditor General Matters effectively including adherence to relevant deadlines. Effective administration of payrolls including attendance registers. Adhere and maintain HR systems and processes. Manage and address Auditor General Matters effectively including adherence to relevant deadlines. Compile reports effectively, weekly, monthly and whenever needed. Participate in any delegated task or project in the Human Resource section.

ENQUIRIES: M.O. Moerane Tel No: (011) 694-3814

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

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

CLOSING DATE: 13 March 2020

POST 07/149: PERSONAL ASSISTANT REF NO: PA-01-TMRH (X1 POST)
Directorate: CEO’s Office

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

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years’ experience in rendering support services to senior management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational and communication skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyze documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability, ethical conduct and knowledge of Batho Pele Principles. To be able to work under pressure.

DUTIES: Provide personal assistance, including a secretarial support service to the Chief Executive Officer. Render frontline/receptionist services to all visitors to the Office Provides a secretarial/receptionist support service to the CEO; receives telephone calls in an environment where, in addition to the calls for the CEO/senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries; Performs advanced typing work; Emails to be responded on a daily basis. Operates and ensure that office equipment eg. Scanner, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilizes discretion to decide whether to accept/decline or refer
to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services; Ensure the effective flow of information and documents to and from the office of the CEO; Record all incoming and outgoing correspondences; Ensures the safekeeping of all documentation in the office of the CEO in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; on the required submission date Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Executive Officer; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the CEO/Manager and the unit where required; Collects, analyses and collates information requested by the CEO; Clarifies instructions and notes on behalf of the CEO/Manager; Ensures that travel arrangements are well coordinated; Prioritize issues in the office of the CEO; Manages the leave register and telephone accounts for the unit; (Dairy Management), Handles the procurement of standard items like stationary, refreshments etc. for the activities for the Chief Executive Officer; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to CEO regarding meetings; (Track all documents to be responded too) Scrutinize documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the Chief Executive Officer to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; (Event management) Supports the manager with the administration of the Manager’s budget and be able to prioritise activities of the unit at all times. Be prepared to sign a confidentiality agreement.

ENQUIRIES : Dr. M.M. Malaka Tel No: (010) 345 0971
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
CLOSING DATE : 06 March 2020
POST 07/150 : ADMINISTRATION OFFICER REF NO: ADO/02/2020 (X1 POST)
Directorate: Management and support
SALARY : R257 508 – R303 339 per annum (plus benefits)
CENTRE : Rahima Moosa Nursing College
REQUIREMENTS : A Degree/National Diploma in Human Resource with 3 years’ relevant experience in public service or a Grade 12 with 5 years’ supervisory experience in Human Resource within the public service. Good knowledge of Human Resource (HR) Practices. Must have an introductory Persal training certificate. Knowledge of OSD policy, problem solving managerial skills,
organizing ability. Proof of computer literacy skills (Advanced MS Word and Excel). Good communication skills both verbal and written. Candidate must be in a possession of a Code 8 driver’s license.

**DUTIES**

Supervision of staff. Maintain HR provisioning and conditions of service, Administration practices, render Human Resource support services and termination of service with in the component. Implementation of HR policies and directives. Recommend/approve transactions on Persal. Applying and interpretation of regulations and other legislative frameworks, procedures and policies. Monitor monthly HR reports and comply with timeframes. Check and approve mandates. Ensure compliance with the legislative framework. Conduct Performance Assessment Evaluation. Manage skills development and leave management. Assist with management of Labour issues, attend meetings, participate in committees and give managers and supervisors guidance on Human Resource (HR) matters. Supervise general support staff. Compile and report on performance appraisals of administrative and support staff. Submit quarterly review reports. Work together with the management team to meet the objectives of the college.

**ENQUIRIES**

Mr. Joseph Machaba Tel No: (011) 247-3303-3300

**APPLICATIONS**

All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2109 or posted to Rahima Moosa, Private Bag X 116 Melville, 2109 Human Resource Department.

**NOTE**

All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six(6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calander date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance procecees (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

**POST 07/151**

POST BASIC PHARMACIST ASSISTANT GR 1: REF NO: PHARM/2020/02 (X1 POST)

Directorate: Pharmacy

**SALARY**

R208 383 - R234 738 per annum (plus benefits)

**CENTRE**

Carletonville Hospital

**REQUIREMENTS**

Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Computer literate will be a recommendation. Basic Communication and Interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team.

**DUTIES**

The incumbent of the post will work under direct/indirect supervision of a Pharmacist. Issue medication to patients and wards as per Prescription. Measuring and distribution of stock to patients and wards. Pre-packing, informing patients on the direct use of medicine. Receive, read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving, issuing and maintenance of stock, bulk compounding of stock in accordance with good Manufacturing Practice and Standard Operating Procedures. Advice and support patients and other health care professional as pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmaco vigilance.

**ENQUIRIES**

Miss Sara Mustafa Tel No: (018) 788 1769

**APPLICATIONS**

Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.

**NOTE**

The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

**CLOSING DATE**

06 March 2020 16:00 PM
POST 07/152: HUMAN RESOURCES CLERK REF NO: TDHS/A/2020/10 (X5 POSTS)
(12 Months contract)
Directorate: Human Resources Management

SALARY: R173 703 per annum plus 37% in lieu of Benefits
CENTRE: Tshwane District Health Services
REQUIREMENTS: An appropriate N6/Diploma in Human Resources/Public Management or equivalent with 1 to 2 year’s relevant experience in Human Resources Management field, Knowledge of HR policies and procedures. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Legislative frameworks including amongst others Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development System (PMDS), Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: Good communication skills (verbal and non-verbal), report writing skills, negotiation skills, problem solving, conflict resolution and ability to work under pressure. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential (MS Word and Excel).

DUTIES: Perform various duties related to Human Resource Administration & Management: Service Benefits: Allowances, Medical, Overtime (normal and commuted) Long Service Awards, Housing allowances (GEHS), knowledge of OSD. Recruitment and Selection: Appointment, Promotion Transfer, PMDS, Capturing of leave on PERSAL. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave Administration: annual leave, Sick and other, Terminations of service: Resignation, Retirements and others, PERSAL/BAS reconciliation with Finance. Coordination of documents between department and E-Gov. Liaise with E-Gov and attend to queries presented to HR, carry out lawful instructions and daily tasks allocated by supervisor.

ENQUIRIES: Mr. TJ Mokhopa Tel No: (012) 451 9107/9124
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: 06 March 2020

POST 07/153: FOOD SERVICE SUPERVISOR: REF NO: FOODSERVSUPERVISOR/Carlton/2020/04 (X2 POSTS)
Directorate: Food Service

SALARY: R122 595 – R144 411 per annum (Level 03) (Plus Benefits)
CENTRE: Carletonville Hospital
REQUIREMENTS: Grade 10 plus a minimum of 2 years’ experience in a food service unit in a clinical environment (hospital). A Diploma or Certificate in Hospitality Services /Catering N4 – N6 will be an added advantage. Candidate must have a sound knowledge of Food Service Supervision. Candidate will be working shifts, weekends and public holidays. Skills and abilities: Food preparation skills, excellent interpersonal qualities, enthusiasm and sense of humour, assertiveness, ability to maintain good human relations, excellent written and verbal communication skills, effective team working and organizing skills, problem solving, computer skills, ability to work independently and as part of a team and high motivation level.

DUTIES: Process statistics and keep records as well as order, receipt, storage and issue all food provisions and stock in the Food Service Unit. Supervise food preparation and production of all normal and therapeutic diets. Supervise the weighing, dishing up and distribution of food to the wards. Supervise hygiene and safety, use and maintenance of equipment. Ensure adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial and do stock control.

ENQUIRIES: Mrs. H.C. Agenbach Tel No: (018) 788 1730
APPLICATIONS: Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.
NOTE: The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE: 06 March 2020 16:00 PM

POST 07/154: DRIVER (LIGHT DUTY VEHICLE) REF NO: TDHS/A/2020/11 (X2 POSTS)
(Posts 12 Months Contract)

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

CENTRE: Bronkhorstspruit Hospital

REQUIREMENTS: Basic literacy and numeracy skills. Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (C1/EC) (Code 10) driver’s licence. Valid Public Driving Permit (PDP). Willingness to work overtime. Competencies (knowledge/skills): Ability to communicate in at least two official languages. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the District Region.

DUTIES: Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative 167 duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES: Mr Oupa Nama Tel No: (012) 451-9265

APPLICATIONS: Application can be delivered to Tshwane District Health Service, Fedsure Forum Building, Cnr Lilian Ngoyi & Pretorius Street, Pretoria Central 0002 and 01 Barnaey Hurwitz Avenue, Bronkhorstspruit District Hospital 1020.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect. No payment of any kind is required when applying for this post.

CLOSING DATE: 06 March 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za/professionaljobcentre.gpg.gov.za

CLOSING DATE: 06 March 2020. No late applications will be considered.

NOTE: Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za/professionaljobcentre.gpg.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or emailed applications will be accepted. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

OTHER POST

POST 07/155: ARTISAN REF NO: REFS/005064 (X7 POSTS)

SALARY: R190 653 – R211 596 per annum (all-inclusive remuneration package)

CENTRE: Johannesburg
REQUIREMENTS: Appropriate Trade Test Certificate. Valid driver’s license. Be able to coordinate and generate maintenance reports, Technical analysis knowledge, Production process knowledge and skills, Knowledge of legal compliance, verbal and written communication, computer literacy, Time Management, people’s skills, Planning and organizing skills, Team work and decision making skills.

DUTIES: To generate technical reports. To inspect and compile reports for house surface beds and raft foundations for payment on behalf of regional project managers. To undertake selective site visits to inspect workmanship, quality of material and structural integrity of house surface beds and raft foundations. Receive inspection reports and conduct snag inspections. To gather project information relevant for inspections. Manage own performance and development including team allocated to you.

ENQUIRIES: Mr. Raymond Jonas Tel No: (083) 608 1168
ANNEXURE X

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF EDUCATION

The Provincial Department of Education: Kwazulu-Natal is an equal opportunity affirmative action employee

APPLICATIONS should be sent by post, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.

FOR ATTENTION: Mr. P.B.V. Ngidi

CLOSING DATE: 06 March 2020

NOTE: Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver’s license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The filling of the post 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 employment. Note: Appointment to these post is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject 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 Committee 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 Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 07/156: CHIEF DIRECTOR: RURAL AND INCLUSIVE EDUCATION

REF NO: DOE/28/2020

SALARY: R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification at (NQF Level 7) in Special Needs Education or Psychological Services, coupled with registration with the relevant professional body or council. A minimum of five (5) years’ experience at a senior managerial level. Competencies: An in-depth knowledge of legal prescripts and policies relevant to the field of Special Inclusive Education as well as other programs and projects associated with the post. Knowledge of PFMA, Public Service Act, and Employment of Educator’s Act and other relevant prescripts and legislations. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy Formulation and Project Management. Computer Literacy (MS Word, EXCEL, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver’s license.

DUTIES: Manage the provision of inclusive education, Monitor and evaluate the effectiveness of inclusive education programs. Promote inclusive education by
developing programmes to address the social barriers to learning and development. Manage and monitor the provision of transversal outreach services to Care Centres and Special Schools that have Learners with Severe to Profound Intellectual Disability (LSPID). Monitor and report on the implementation of learning programme in designated schools and care Centres. Manage the provision of multigrade academic support. Facilitate the implementation of curriculum package of rural schools. Forge partnerships for the realignment and rationalization of non-viable schools and establishment of boarding schools in areas where there are many small and non-viable schools. Manage the human, financial resources and assets of the Chief Directorate. Monitor and report on the specialized support (Occupational, Speech and Physio Therapeutic services) given to learners with special educational needs including learners with Severe to Profound Intellectual Disabilities. Supervision of Psychological services rendered and ensure appropriate referrals to the relevant Institutions.

ENQUIRIES: Advocate M.B. Masuku Tel No: (033) 392 1006

OTHER POSTS

POST 07/157: WORKS INSPECTOR: INFRASTRUCTURE PLANNING REF NO: DOE/29/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Amajuba District
DUTIES: Maintenance and Infrastructure Projects. Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. NEIMS assessments. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Disaster management plans. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. School Maintenance Plans. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist School to develop maintenance plans and budgets. To implement inspections on infrastructure projects and implement conditions assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES: Mr. A.B. Zwane Tel No: (033) 846 5127

POST 07/158: PERSONAL ASSISTANT

SALARY: R257 508 per annum (Level 07)
CENTRE: Pietermaritzburg, Head Office and District Offices:
- Personal Assistant to Chief Director: District Operation Man: Ref No: DOE/30/2020
- Personal Assistant to Director: Employee Relations: Ref No: DoE/31/2020
- Personal Assistant to Director: Asset Management: Ref No: DoE/32/2020
- Personal Assistant to Director: Facilities Management: Ref No: DoE/33/2020
- Personal Assistant to District Director: Harry Gwala District: Ref No: DoE/34/2020
- Personal Assistant to Director: Legal Services: Ref. No: DoE/35/2020
- Personal Assistant to Chief Director: Curriculum Development: Ref No: DoE/36/2020
- Personal assistant to District Director: Umgungundlovu District: Ref No: DoE/37/2020
REQUIREMENTS : A National Diploma or a Bachelor’s Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years relevant experience in rendering a support service to the management, Language skills & ability to communicate well with people at different level & from different background. Competencies: Knowledge, Skills, Training & Competences: Professional office etiquette, Excellent administrative practices, organisational & planning skills, Knowledge of office administration, ability to track documents, storage & retrieval, ability to take initiative & work within minimum supervision, Good Communication (verbal & written) and interpersonal skills.

DUTIES : Provide a secretarial /receptionist support service to the Director or Chief Director, Render administrative support services, provides support to Director or Chief Director regarding meetings, support the Director with the administration of the Directors Budget.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5127

POST 07/159 : ADMINISTRATIVE OFFICER REF NO: DOE/41/2020


DUTIES : Render communication support services in District: Collate information for news bulletin, news letter from various sub-directorate, Administer information dealing with correspondence /queries to & from Head Office, MECs office & Schools. Co-ordinate the workflow in the office of the District: Maintain records, Maintain records of Districts programmes calendar & update where required, Handle the due date control system, monitor & follow up where due dates are not met. Co-ordinate logistical arrangements for special programmes & high profile events in the District: Arrange venues for the events, prepare invites & send to the role players i.e. Schools, Municipal Reps & community. Develop & maintain database on schools performance in the office of the District Director: maintain all records of the schools performance, update progress & tracking of performance on database.

ENQUIRIES : Mr. S. Mabinza Tel No: (033) 3416403

POST 07/160 : ADMINISTRATIVE OFFICER: RESOURCE PLANNING REF NO: DOE/42/2020 (X2 POSTS)


DUTIES : Conduct fieldwork on the implementation of fair and transparent procedures to deal with contestations regarding technical accuracy. Conduct fieldwork regarding compensation of schools that have exempted parents from payment of school fees Capture and review schools reports on the utilisation of school
allocation vis-à-vis the budgeted expenditure and guidelines from the department assess the School Governing Bodies capacity to manage Section 21. Functions Capture and calculate compensations for schools that have exempted parents from payment of school fees. Capture and review schools reports on the utilisation of school allocation visa-versa the budgeted expenditure and guidelines from the department. Re-assess poverty of communities as a response to schools contestations for technical accuracy. Assess poverty of communities for the quintile ranking of new schools towards the development of the Resource Targeting List. Conduct fieldwork for the monitoring of the schools compliance with the SASA and National Norms and. Standards for School Funding.

ENQUIRIES: Mr. A.B. Zwane Tel No: (033) 846 5127

POST 07/161 : ADMINISTRATIVE OFFICER REF NO: DOE/43/2020 (X2 POSTS)  
Directorate: Logistic, Assets and Disposal

SALARY: R257 508 per annum (Level 07)

CENTRE: Pietermaritzburg, Head Office


DUTIES: Updating of the years acquisition disposal and losses for Assets, Inventory disposal etc. into the Fixed Assets Register, Clear current acquisition queries. Management of movement of Assets. Conducting of asset disposal and losses processes as well as auctioning. Assist with the physical verification of assets. Support District Offices with Asset management related compliance. Provide clerical support to the Directors office.

ENQUIRIES: Mr. A.B. Zwane Tel No: (033) 846 5127

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Assistant Deputy Director: Medico-Legal Mortuary (for Ugu Health District Office) with Ref No: UGU 01/2020, advertised in Public Service Vacancy Circular 06 dated 14 February 2020; The closing date should read as follows: 28 February 2020. Kindly note that the posts of Medical Officer: Internal Medicine (for Prince Mshiyeni Memorial Hospital) with Ref No: MO/INTEMED 01/2020, advertised in Public Service Vacancy Circular 06 dated 14 February 2020, has been withdrawn.

MANAGEMENT ECHELON

POST 07/162 : CHIEF EXECUTIVE OFFICER  
Cluster: Hospital Management Services

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (An all Inclusive salary package)

CENTRE: R K Khan Hospital Ref No. G12/2020  
King Dinuzulu Hospital Ref No. G13/2020

REQUIREMENTS: An undergraduate qualification (NQF level 7) in a clinical related field with valid registration with the relevant professional body, 5 years of experience at middle managerial level. Unendorsed valid Code B driver’s licence (Code 08). Recommendation: Experience at a Regional/Tertiary Hospital will be an added advantage. A post graduate degree/diploma in management. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFM), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and
empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

**DUTIES**

Job Purpose: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department’s strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non-clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES**

Ms RT Ngcobo Tel No: (033) 9402499

**APPLICATIONS**

All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION**

Mr N C Mbatha

**NOTE**

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

**CLOSING DATE** : 06 March 2020

**OTHER POSTS**

**POST 07/163**

**MEDICAL SPECIALIST: OPHTHALMOLOGY**

**REF NO:** MEDSPECOPHTALMOLOGY/1/2020 (X2 POSTS)

Department: Ophthalmology

**SALARY**

Grade 1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime

Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding Commuted Overtime

Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding Commuted Overtime

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

Tertiary Qualification in an appropriate Health Science. Applicants must be currently registered as a Specialist Ophthalmologist with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 1:** Experience: Not applicable. **Grade 2:** 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology). **Grade 3:** Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology)

**Knowledge Skills, Training and Competencies Required**

Broad knowledge of working in an Ophthalmology Department. Good communication and supervisory skills. Appropriate specialist procedures and protocol within the field of expertise. Assessment, diagnosis and management of patients within field of expertise. HR management skills. Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

**DUTIES**

Manage designated areas of responsibility of the ophthalmology department. Conduct general ophthalmology clinics and perform ophthalmic surgery. Supervision of post graduate and undergraduate training. Participate in the academic programme & perform research of the Department Ophthalmology, Nelson R Mandela Medical School.

**ENQUIRIES**

Dr Linda Visser, Dept of Ophthalmology Tel No: (031) 2604341

**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** : 13 March 2020
POST 07/164: MEDICAL OFFICER (ORTHOPAEDICS) GRADE 1-3 REF NO: MO/ORTHO 01/2020 (X2 POSTS)

**SALARY**

- Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
- Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
- Grade 3: R1 089 693 - R1 362 366 per annum (all-inclusive package)

All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits In-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 – Orthopaedics

**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
- Good communication, leadership, interpersonal, and supervisory skills.
- Ability to manage patients independently, diligently, responsibly 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 ARW Mungherera Tel No: (031) 907 8319

**APPLICATIONS**

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

**FOR ATTENTION**

- Mrs TZ Makanya

**NOTE**

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

**CLOSING DATE**

- 06 March 2020

POST 07/165: MEDICAL: ANAESTHETICS REF NO: MO/ANAES/1/2020 DEPARTMENT: ANAESTHETICS (X2 POSTS)

**SALARY**

- Grade 1: R821 205 per annum all-inclusive salary package excluding commuted overtime.
- Grade 2: R938 964 per annum all-inclusive salary package excluding commuted overtime.
- Grade 3: R1 089 693 per annum all-inclusive salary package excluding commuted overtime.

**CENTRE**

- IALCH

**REQUIREMENTS**

- MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. DA (SA) or equivalent.
Recommendation: Four (4) years or more experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to candidates who have passed the FCA (SA) Primary examinations.

Experience: Grade 1 No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Eleven (11) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Clinical Anaesthesia, Emergency Medical/Surgical Care. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.

DUTIES: Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH. Assist in co-ordination and implementation of training programmes pertaining to the speciality of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.

ENQUIRIES: Dr Sudha Bechan Tel No: (031) 240 1805
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: 13 March 2020

POST 07/166: ASSISTANT NURSING MANAGER SPECIALTY UNIT (NIGHT DUTY) REF NO: FNH 01/2020 (X1 POST)

SALARY: R614 991 – R692 166 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc., (employee must meet the prescribed requirements).

CENTRE: Fort Napier Psychiatric Hospital
**REQUIREMENTS**  
Senior Certificate (Grade 12) Standard 10 or equivalent (Vocational National Certificate) Degree/Diploma in General and Psychiatric Nursing; Diploma in Advanced Psychiatric Nursing; A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Advanced Psychiatry Nursing; A minimum of 3 years of the period referred to above must be appropriate/recognizable experience at supervisory level; Proof of current and previous work experience endorsed and signed by Human Resource i.e. certificate of service and Current registration with SANC (2020) knowledge, skills, training and competencies Knowledge of Nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Knowledge of Human Resource matters, Labour Relations and Disciplinary procedures and Basic Financial Management skills Good verbal and written communication, problem solving and project management skills; Ability to function well within the team; Basic computer literacy.

**DUTIES**  
Ensure overall supervision of all services on night duty. Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegated, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Ensure that sound labour relations is promoted on night duty and practiced within the scope of labour and other relevant prescripts. Ensure that the environment complies with the Health and Safety regulations and other relevant prescripts in order to minimize risks. Ensure that staff adheres to the standard precautions and that their welfare is maintained to achieve optimal productivity. Exercise control of expenditure by ensuring efficient and effective management of material and human resources. Ensure the implementation of national, provincial and district quality improvement initiatives at the hospital level and conduct nursing staff meetings to disseminate information such as updates on nursing, new policies etc.

**ENQUIRIES**  
Mrs TN Ngcobo Tel No: (033) 260 4341

**APPLICATIONS**  
Must Be Forwarded To: The Human Resource Department Fort Napier Hospital PO Box 370 Pietermaritzburg 3200 OR Hand delivered to: 01 Devonshire Road Napierville Pietermaritzburg 3201.

**FOR ATTENTION**  
Mr S. Shabalala

**CLOSING DATE**  
06 March 2020

**POST 07/167**  
ASSISTANT MANAGER NURSING (PN-A7) (NIGHT DUTY) REF NO: AMN NIGHT DUTY/1/2020 (X1 POST)

**SALARY**  
R562 800 per annum. (Plus 13th Cheque, Medical Aid (Optional), Housing allowance: Employee to meet prescribed requirements.)

**CENTRE**  
Inkosi Albert Luthuli Central Hospital (IALCH)

**REQUIREMENTS**  
Degree/Diploma in General Nursing and Midwifery. Proof of registration with South African Nursing Council. A minimum of eight 8 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 three years of the period must be appropriate/recognizable experience at management level. Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and co-ordination skills. Clinical competencies and policy formulation skills. Knowledge of Nursing care delivery approaches. Knowledge of relevant legislative framework governing the public service as well as Nursing Acts and Regulations. Good verbal and written communication skills. Conflict management, Mentorship and Supervisory skills.

**DUTIES**  
Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Ensure smooth running and co-ordinate hospital services during the night. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care at night. Plan and create a clean and safe physical environment and exercise infection prevention and control measures. Provide relevant health information to health care users to assist in achievement of optimal healthcare and rehabilitation of patients. Deal with
disciplinary and grievance matters in monitoring of absenteeism. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Display concern for patients. Advocate treatment including awareness and willingness to respond to patients’ needs. Prepare duty rosters, control drugs, liaise with the multidisciplinary team, conduct rounds and prepare handover reports. Participate in EPMDS management. Participate in implementation of National Core Standards. Participate in nursing and clinical audits. Manage complaints and patient safety incidents.

ENQUIRIES

APPLICATIONS
Ms NO Mkhize Tel No: (031) 2401063
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. Please note that failure to comply with the above instructions will disqualify applicants. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE
13 March 2020

POST 07/168
CLINICAL PROGRAMME COORDINATOR
REF NO: PMMH/CPC QA/01/2020 (X1 POST)

SALARY
R444 276 – R500 031 per annum Other Benefits Home Owner Allowance (conditions apply) 13th Cheque and Medical Aid (Optional) In-hospital Area Allowance (8% of Basic Salary).

CENTRE
Prince Mshiyeni Memorial Hospital

REQUIREMENTS
Operational Manager Grade1 (Night Duty) Basic R 425 qualification (i.e. Degree/ Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a ‘Professional Nurse’. Certification of Registration with SANC as a Professional Nurse Proof of current year registration with SANC (2020) Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Recommendation: Certificate of Registration with SANC as Midwifery and Nursing Administration
Knowledge, Skills Training And Competencies Required: Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, such as:- Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service and Operational management skills Ability to interact with diverse stakeholders and health care users and givers Good communication skills/Report writing skills/Facilitation skills/Coordination skills/Liaison skills/Information skills/Planning and organizing skills/ Computer literacy skills.

DUTIES
Manage and monitor proper utilization of human, financial and physical resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.

ENQUIRIES
Ms CB Zondo Tel No: (031)-9078518
APPLICATIONS: to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060

FOR ATTENTION: Ms TB Mkhize

CLOSING DATE: 13 March 2020

POST 07/169: PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 06/2020 (X3 POSTS)

Directorate: ICU (Paediatrics)

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

Other Benefits: Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements.

CENTRE: King Edward VIII Hospital

REQUIREMENTS:
Matric/Senior Certificate or equivalent qualification plus Degree/Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse (Paediatrics and ICU), One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate/recognizable registration experience as a General Nurse, Proof of current registration with SANC

Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nurse plus 1 year post basic qualification in neonatal nursing

Grade 2: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nurse, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in and neonatal nursing

Recommendation: Computer Literacy

Knowledge, Skills, Training, And Competencies Required:
Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills - verbal and written, Co-ordination and liaison skills, problem solving skills.

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

ENQUIRIES: Mrs. NF Zungu Tel No: (031) 360 3026

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

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

**CLOSING DATE**: 13 March 2020

**POST 07/170**: CLINICAL NURSE PRACTITIONER- MATHUNGE LA CLINIC REF NO: MBO 03/2020 (X1 POST)

**SALARY** : R383 226 per annum

**CENTRE** : Mbongolwane District Hospital

**REQUIREMENTS** : Grade 12 (Senior certificate) standard 10. Degree/Diploma in General Nursing and Midwifery plus: (1) year post basic in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC. Current registration to practice for 2020. A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse and Midwife with SANC. Certificate of service endorsed by Human Resource for all relevant experience. Proof of current and previous experience signed by the supervisor. Knowledge, Skills, Training and Competencies required: Knowledge of nursing care processes and procedures, nursing statues and other relevant legal framework such as Nursing Act, Mental Health Act, OH & S Act, Batho Pele and Patients' rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, Organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES** : Supervision of patients and provision of basic needs oxygen availability, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programs within the PHC package, monitor performance and outcomes against the set target by the Department and act on deviations. Ensure accurate data generation/collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic realization. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist operational manager with overall management and necessary support for effective functioning in the clinic. Work as a part of multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organize own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilization and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock. Assist in implementation of ideal clinic programme.

**ENQUIRIES** : Mr VH Zikhali Tel No: (035) 4766242 ext. 204

**APPLICATIONS** : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

**FOR ATTENTION NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her
CLOSING DATE: 06 March 2020

POST 07/171: CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE STREAM: REF NO: UMG01/20/20 (X1 POST)

SALARY:
Grade 1: R383 226 - R444 276 per annum Plus 8% rural allowance
Grade 2: R471 333 – R 579 696 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed conditions

CENTRE: Umgungundlovu Health District: Component: Songonzima Clinic

REQUIREMENTS:
Grade 1: grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse

Grade 2: Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

DUTIES: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES: Mrs NM Ngubane Tel No: (033) 395 4330
APPLICATIONS: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street).

FOR ATTENTION: Human Resource Practices

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be
liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African Males.

**CLOSING DATE:** 06 March 2020

**POST 07/172:** ASSISTANT DIRECTOR: EMS/DEPARTMENT OF HEALTH: FLEET MANAGEMENT REF NO: G14/2020

Cluster: EMS Fleet Management

**SALARY:** R376 596 per annum (Level 09). Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance; Employee must meet prescribed requirements.

**CENTRE:** Head Office: Pietermaritzburg

**REQUIREMENTS:** Grade 12 Certificate, A certificate in fleet or motor mechanic management; Plus A minimum of five (5) years supervisory/officer in fleet management component; Plus Unendorsed valid Code B driver’s licence (Code 08). Recommendations: Training programmes and/or experience in Fleet Management and Public Administration will serve as a recommendation. NB: All shortlisted candidates will be required to submit a proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

Knowledge, Skills, Training And Competence Required:
- The incumbent of this post will report to the Deputy Systems, and will be responsible to ensure the effective and efficient Fleet management for all vehicles EMRS, and as such the ideal candidate must:
  - Possess good knowledge and understanding of the policies and procedures governing fleet management in the public service sector. Have the ability to make independent decisions. Have the ability to exercise good judgement and direction in applying and interpreting departmental policies and procedures. Proactive approach to problem solving. Knowledge of Financial Management, Vehicle requirements and Tender processes. Have skills of Analytical thinking, Effective conflict resolution and Management service improvement programs. Ability to draw up relevant specification. Have the ability to translate strategic and transformation objectives into practical planning frameworks. Have the ability to prioritise issues and other work related matters and to comply with time frames. Be computer literate with a proficiency in MS Office Software applications. Have high levels of accuracy and good numeric ability. Have sound organisation ability.

**DUTIES:** Ensure effective utilization of resources. Planning, Deployment, Monitoring, Upgrading Programmes Adequate Management of fleet allocated budget. Develop a business plan. Develop a maintenance system. Develop procedures and controls for EMS Fleet. Ensure that all procurement procedures are in line with DOH regulations Apply the tender board guidelines. Draft, compile and submit reports on fleet utilisation and maintenance. Update reports and provide recommendations. Ensure that all staff are compliant with service needs/ensure that fleet planning procedure is in line with the business plan. Develop guideline framework.

**ENQUIRIES:** Ms. B.N Zungu Tel No: (033) 940 2425

**APPLICATIONS:** All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Room 110, 6th Floor, South Tower.

**FOR ATTENTION:** Miss N.S Buthelezi Tel No: (033) 395 2896

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

**CLOSING DATE**: 06 March 2020

**POST 07/173**: DIETICIAN: GRADE 1 – 3

**SALARY**:
- Grade 1: R317 976 per annum
- Grade 2: R372 810 per annum
- Grade 3: R439 164 per annum

**CENTRE**: PMB Assessment & Therapy Centre Ref No: M01/2020 (X1 Post)
- Phoenix Assessment & Therapy Centre Ref No: M02/2020 (X1 Post)
- KZN Children Hospital Ref No: M03/2020 (X1 Post)
- Ngwelezane Hospital Ref No. M04/2020 (X1 Post)
- Queen Nandi Regional Hospital Ref No: M05/2020 (X1 Post)

**REQUIREMENTS**: For The Above Post:- Bachelor of Science Degree in Dietetics or equivalent Plus Post graduate diploma in Dietetics or have completed a 4 year integrated course in Dietetic Plus Current registration with the Health Professions Council of South Africa as a Dietitian. Plus Completed community service year Plus Unendorsed valid Code B driver’s licence (Code 08). Grade 1: No experience required after registration. Grade 2: A Minimum of 10 years appropriate experience in Dietitian after registration as a Dietitian with the Health Professions Council of South Africa (HPCSA) Grade 3: A Minimum of 20 years appropriate experience in Dietitian after registration as a Dietitian with the Health Professions Council of South Africa (HPCSA) Knowledge, Skills, Training And Competencies Required; Broad understanding of a range of disease conditions in both adults and paediatric clients which he/she must be able to identify/treat/follow-up and educate for home care. Skills on nutrition assessment and classification of patients with disabilities. Knowledge on the nutrition treatment required for patients with disabilities. A sound clinical knowledge of human nutrition and associated therapeutic nutrition interventions must be demonstrated. Ability to co-ordinate and implement dietetic services.

**DUTIES**: Provide clinical nutritional management and care to in and outpatients. Monitor and evaluate the effects of nutrition care intervention on individual or groups of patients’ nutrition status to determine the efficiency of the nutritional care plan. Develop evidence based standard operating procedures relevant to nutrition care for patients living with disabilities. Compile therapeutic menus suitable for patients with disabilities. Conduct nutrition education and promotion activities. Conduct outreach visits to PHC feeder clinics to develop appropriate nutritional support services for children with disabilities as well as monitor implementation of nutrition care plans. Maintain high quality statistics for the Dietetic unit. Manage dietetic resources effectively and engagement with internal and external stakeholders including suppliers. Ensure that nutrition care records of assessment, treatment and progress are maintained in accordance with HPCSA requirements. Improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimize nutrition care. Teaching and conducting research including participating in under and post graduate research projects as well as in-service training programmes for dieticians and other health professionals. Support training of staff regarding nutrition and quality standards. Maintain CPD accreditation as stipulated by HPCSA.

**ENQUIRIES**: MR D Simbeye Tel No: (033) 395 2927

**APPLICATIONS**: All PMB Assessment & Therapy Centre – Applications Should Be Forwards To: Human Resource Management Services: P/Bag X9006, Pietermaritzburg, 3200 or Hand Delivery to: Chota Motola Road Northdate Pietermaritzburg.

All Phoenix Assessment & Therapy Centre Applications Should Be Forwards To: Human Resource Management Services: P/Bag X13, Mount Egdecombe, 4068 OR Hand Delivery to: 100 Phoenix Highway, Phoenix.

All KZN Children Hospital: Applications Should Be Forwards To: Human Resource Management Services: P/Bag X54318, Durban, 4000 or Hand Delivery to: 83 Jan Smuts Highway, Mayville Durban.
All Ngwelezane Hospital Applications: Should Be Forwarded To: Human Resource Management Services: P/Bag X20021 Empangeni, 3880 OR Hand Delivery to: Thanduyise Road, Next to Ngwelezane Police Station Directions.

All Queen Nandi Regional Hospital: Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X20005, Empangeni, 3380 OR Hand Delivery to: 29 Union Street, Empangeni 3380.

NOTE: Directions To Candidates:-The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Certified copies of identity document, driver’s licence, highest educational qualifications and professional registration certificates – not copies of certified copies. Curriculum Vitae. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions, faxed and e-mailed application will disqualify the applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Reference checking will be done as part of the selection process. (If applicable) Persons with disabilities should feel free to apply for any of the advertised posts. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. Circular Minute No.M01/2020 the contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

Closing Date: 06 March 2020

Post 07/174: Oral Hygienist: Grade 1 – 3 REF NO: M06/2020

Salary: Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum

Centre: Phoenix Assessment & Therapy Centre

Requirements: An appropriate Degree/Diploma in Oral Hygienist. Plus Current registration with the Health Professions Council of South Africa as an Oral Hygienist. Plus Unendorsed valid Code B driver’s licence (Code 08). Grade 1: No experience required after registration with the HPCSA as an Oral Hygienist. 1 Year relevant experience after registration with the HPCSA as an Oral Hygienist in respect of the foreign qualified employees. Grade 2: 10 years relevant experience after registration with the HPCSA as an Oral Hygienist in respect of the RSA qualified employees who performed community service as required in South Africa or 11 years relevant experience after registration with the HPCSA as an Oral Hygienist in respect of the RSA qualified employees who performed community service as required in South Africa. Grade 3: 20 years relevant experience after registration with the HPCSA as an Oral Hygienist in respect of the RSA qualified employees who performed community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound and expert knowledge of oral hygiene therapeutic and preventative processes and procedures. Supervisory, analytical, team building and communication skills. Cultural diversity management, training and presentation skills. Good interpersonal skills.

Duties: Clinical – conduct screening, promotion and preventive programmes for children with neurological disorders and disabilities. Establish and maintain an oral hygiene services for children with disabilities as well as communication with internal and external stakeholders and suppliers. Perform a variety of well-defined basic and advance oral health therapeutic procedures to patients.
Conduct community outreach services and develop appropriate oral hygiene services to children with disabilities. Provide and promote quality improvement and assurance programmes. Establish an integrated health team for the assessment of oral health status of learners at schools. Facilitate access of mouth-care packs to communities and institutions. Promote the health promoting school concept and establish health promoting policies at schools. Co-ordinate and give training and lectures about oral diseases to communities and other health professionals. Participate in Oral Health research programmes and surveys as well as conducting in-service training programmes for oral hygienists and other health professionals. Provide counselling and support to patients undergoing rehabilitative oral health treatments. Compile written reports and submit statistical returns. Supervise students and support personnel in the unit by allocating tasks and coordinating their work schedules. Maintain CPD accreditation as stipulated by HPCSA. Maintain record, produce documents and complete other administrative duties as required.

ENQUIRIES: Mr D Simbeye Tel No: (033) 395 2927
APPLICATIONS: All Phoenix Assessment & Therapy Centre Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X13, Mount Edgecombe, 4068 or Hand Delivery to: 100 Phoenix Highway, Phoenix.

NOTE: Directions To Candidates:-The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Certified copies of identity document, driver’s licence, highest educational qualifications and professional registration certificates – not copies of certified copies. Curriculum Vitae. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions, faxed and e-mailed application will disqualify the 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Reference checking will be done as part of the selection process. (If applicable) Persons with disabilities should feel free to apply for any of the advertised posts. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. Circular Minute No.M01/2020. The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

CLOSING DATE: 06 March 2020
POST 07/175: SOCIAL WORKER: GRADE 1 – 3
Cluster: Social Work Services

SALARY: Grade 1: R257 592 per annum
Grade 2: R316 794 per annum
Grade 3: R384 228 per annum

CENTRE: PMB Assessment & Therapy Centre Ref No. G07/2020 (X1 Post)
Phoenix Assessment & Therapy Centre Ref No.G08/2020 (X1 post)
KZN Children Hospital Ref No. G09/2020 (X1 Post)
Ngwelezane Hospital Ref No. G10/2020 (X1 Post)
Queen Nandi Regional Hospital Ref No. G11/2020 (X1 Post)

REQUIREMENTS: Bachelor of Social worker. Plus Current registration with the SACSSP as Social worker. Plus Unendorsed valid Code B driver’s licence (Code 08). Knowledge, Skills, Training and Competencies Required: Theoretical and practical knowledge of social work. Knowledge of government policies and legislation pertaining to social work practices. Social work skills: Counselling, Psychosocial assessment, Networking skills. Communication skills include verbal and writing skills. Ability to communicate in English and IsiZulu.
Problem solving & confidentiality  **Grade 1:** No experience required after registration.  **Grade 2:** A Minimum of 10 years appropriate experience in social work after registration as Social worker with the SACSSP  **Grade 3:** A Minimum of 20 years appropriate experience in social work after registration as Social worker with the SACSSP.  

**Key Performance Areas:** Conduct Psycho-social assessments of patients and families. Provide screening, counselling, social support and therapeutic programmes for children with disabilities. Provide pre-discharge planning of patients. Conduct community outreach services and develop appropriate screening and social support services for children with disabilities and their families. Establish and maintain social support services for children with disabilities including communication with relevant internal and external stakeholders and partners. Provide and maintain records of Social Work interventions, process and outcomes. Implement the recommended Interventions by providing continued support counselling, guidance plus advice to the affected individuals, groups and families. Participate in under and post graduate research projects including conducting in-service training programmes for social workers and other health professionals. Compile patient’s reports and facilitating referrals to higher level of care.

**ENQUIRIES**

**APPLICATIONS**

**All PMB Assessment & Therapy Centre:** Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X9006, Pietermaritzburg, 3200 OR Hand Delivery to: Chota Motola Road Northdale Pietermaritzburg.

**All Phoenix Assessment & Therapy Centre:** Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X13, Mount Egdecombe, 4068 OR Hand Delivery to: 100 Phoenix Highway, Phoenix.

**All KZN Children Hospital:** Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X54318, Durban, 4000 OR Hand Delivery to: 83 Jan Smuts Highway, Mayville Durban.

**All Ngwelezane Hospital:** Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X20021 Empangeni, 3880 OR Hand Delivery to: Thanduyise Road, Next to Ngwelezane Police Station Directions.

**All Queen Nandi Regional Hospital:** Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X20006, Empangeni, 3380 OR Hand Delivery to: 29 Union Street, Empangeni 3380.

**NOTE**

Directions to candidates: The following documents must be submitted:

- Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.
- Certified copies of identity document, driver’s licence, highest educational qualifications and professional registration certificates – not copies of certified copies. Curriculum Vitae.
- The Reference Number must be indicated in the column provided on the form Z.83.
- NB: Failure to comply with the above instructions, faxed and e-mailed application will disqualify the 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Reference checking will be done as part of the selection process. (If applicable) Persons with disabilities should feel free to apply for any of the advertised posts. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. (Circular Minute No.M01/2020 the contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.)
ANNEXURE Y

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer/promotion/appointment will promote representivity will receive preference.

CLOSING DATE : 06 March 2020 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.

NOTE : Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 6 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is. Please note: one application form per post.

No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms)

OTHER POSTS

POST 07/176 : CLINICAL ADVISOR: HIV (HAST) REF NO: MPDOH/FEB/20/01

SALARY : R1 089 693 per annum. (OSD) benefits depending on years’ experience

CENTRE : Provincial Office, Nelspruit


DUTIES : Ensure overall organisational clinical leadership. Provide clinical supervision for HAST clinical teams. Provide clinical mentorship and ensure staff are competent. Establish clinical governance policy, SOPs on HAST and process. Develop and facilitate Departmental training on HAST programmes. Strengthen Stakeholder engagement with supporting partners, Correctional services and Mines. Implement quality assurance and improve initiatives. Ensure good quality data on HAST indicators using Tier.net. Use project management principles for effective project execution. Promote and support HAST Operational Research activities.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340

APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200

FOR ATTENTION : MS. Glory Mokone
POST 07/177: MANAGER: HIV, AIDS AND STI TREATMENT, CARE AND ADHERENCE SUPPORT (OSD) REF NO: MPDOH/FEB/20/02

SALARY: R949 482 per annum. (OSD requirements in line with the Qualifications and experience)

CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: Bachelor's Degree in Health Sciences or NQF level 7 qualification as recognised by SAQA, preferably in Public Health. Registration with relevant statutory health council. Minimum of three (3) years' managerial experience of HIV, AIDS and STI programmes working within district health services environment. Competencies: Must possess Programme and Project Management skills, communication (written and verbal) skills, stakeholder management, problem solving and analysis skills, knowledge management and research skills. Must have Understanding of clinical guidelines for management of HIV, and interpretation of HIV, AIDS, STI and TB indicators and data from DHIS, TIER.NET, NHLS, CCMDD, and related information systems for capturing, monitoring, analysis and reporting on the HAST programme. Ability to network with primary health Care programmes and other departments at provincial, district, sub-district, facility and community level for the management of the HIV and AIDS programme.

DUTIES: Manage comprehensive support, treatment and care for the HIV and AIDS programme. Ensure ART initiation and adherence in line with ART Policy guidelines. Support districts and sub-district in the implementation of ART guidelines and capturing of ART data on the TIER.NET and other data relevant capturing systems. Monitor and report on performance of the HIV treatment programme as required by departmental policy. Support and build partnership with civil society (NGOs and private sector) in the implementation of programmes for treatment adherence and CCMDD. Participate in projects for attainment of the 90, 90, 90 targets. Develop and ensure the implementation of HAST policies, Provincial Implementation Plan (PIP) and National Strategic Plan (NSP) on HIV, AIDS, STI, and TB.

ENQUIRIES: Ms. Glory Mokone Tel No: (013) 766 3340

APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200

FOR ATTENTION: MS. Glory Mokone

POST 07/178: PHARMACIST GR 2 REF NO: MPDOH/FEB/20/03

SALARY: R751 026 – R797 139 per annum. (OSD requirements depending on years of experience and qualifications).

CENTRE: Themba Hospital, Kabokweni

REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC (Internship and Community Service excluded). Conversant with current Pharmaceutical and related legislation. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.


ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 07/179: PHARMACIST GR 1 REF NO: MPDOH/FEB/20/04

SALARY: R693 372 – R735 918 per annum. (OSD requirements depending on years of experience and qualifications)

CENTRE: Themba Hospital, Kabokweni

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ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 07/180 CONTROL PROGRAMMERS (DATA BASE ADMINISTRATOR) REF NO: MPDOH/FEB/20/05

SALARY: R470 040 per annum. (Level 10) (All-inclusive remuneration package)
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: An appropriate NQF Level 7 Qualification as recognised by SAQA with more than five (5) years relevant experience. Minimum qualification is a computer related Diploma or Degree. Please note that Degree holders will have an advantage. Knowledge Software development e.g. VB.net, PHP, C#. Extensive Database knowledge e.g. advanced SQL, MySQL will be an advantage. Knowledge: Project Management skills. User Requirements Specification. Business Analysis. Team player. Critical design thinking. Advanced knowledge for Databases. Ability to Program. Thorough understanding of ICT structure and Business of Health. Train staff and write reports.

DUTIES: Design, Develop and maintain databases for the Department. Produce reports as and when needed. Analysis of Data and assist the Department in performing Data analytics. Ensure that all Databases are backed up. Develop policies and procedures for Data management. Provide support and leadership to other users. Manage staff within the sub-unit.

ENQUIRIES: Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION: Ms. Glory Mokone

POST 07/181 CONTROL PROGRAMMERS/SOFTWARE DEVELOPERS REF NO: MPDOH/FEB/20/06 (X2 POSTS)

SALARY: R470 040 per annum. (Level 10) (All-inclusive remuneration package)
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: An appropriate NQF Level 6 for Diploma or 7 for Degree as recognised by SAQA with more than five (5) years relevant experience. Required qualification is an IT related Diploma or IT Degree. Knowledge of Java, C#, .Net, C, Sybase Oracle, etc is essential as well as ability to develop Mobile applications. Knowledge: Knowledge of software development life cycle, creativity and analytical thinking, understanding Business requirements and deep programming knowledge. The candidate must be a full-stack developer with knowledge of software engineering. Project Management skills. User Requirements Specification. Business Analysis. Team player. Critical design thinking. Advanced knowledge for Databases. Ability to Program. Ability to Train staff and write reports is essential.

DUTIES: Design, Develop, implement and maintain Systems in the Department. e.g. Hospital Systems. Maintain current Hospital Systems and other Systems as and when required. Modify software to fix errors, software development, software support and liaising with Business on technical issues including software system design. Analyse information and recommend appropriate Systems as well as developing and producing reports. Manage staff within the sub-unit. Perform duties as may be delegated from time to time

ENQUIRIES: Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200
FOR ATTENTION : Ms. Glory Mokone
POST 07/182 : SENIOR DATA TECHNOLOGIST/SERVER ADMINISTRATOR REF NO: MPDOH/FEB/20/07
SALARY : R470 040 per annum. (Level 10) (All-inclusive remuneration package)
CENTRE : Provincial Office, Nelspruit
REQUIREMENTS : An appropriate NQF Level 6 for Diploma or 7 for Degree as recognised by SAQA with more than five (5) years relevant experience. Required qualification is an IT related Diploma or IT Degree. In addition, Certification of any of the following MCSDT, MCSA, MCP, and MCSE would be an advantage. Knowledge: Project Management skills. Knowledge of Server 2016, Exchange 2016, DHCP, Active Directory, and Collaboration tools, SCCM, Skype, Exchange Server 2016, and DNS. Thorough understanding of ICT structure and Business of Health. Train staff and write reports.
DUTIES : Design, Implement and maintain Servers in the Department. Produce reports as and when needed. Analysis of log files, events and maintain Health of Servers. Ensure that all Servers are backed up. Develop policies and procedures. Provide support and leadership to other users. Manage staff within the sub-unit. Perform duties as may be delegated from time to time.
ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200
FOR ATTENTION : Ms. Glory Mokone
POST 07/183 : CLINICAL PROGRAMME TB COORDINATOR GRADE 1 REF NO: MPDOH/FEB/20/08 (X9 POSTS)
SALARY : R444 276 – R500 031 per annum. (OSD requirements in line with the qualifications and experience)
CENTRE : Bushbuckridge sub district (X2 Posts)
: Mbombela sub district (X1 Post)
: Nkomazi sub district (X1 Post)
: Umjindi sub district (X1 Post)
: Lekwa sub district (X1 Post)
: Mkhondo sub district (X1 Post)
: Thembisile Hani sub district (X1 Post)
: Emalahleni sub district (X1 Post)
REQUIREMENTS : Basic R425 qualification i.e Diploma/Degree in Nursing. Minimum of 5 years appropriate/recognizable experience after registration as a Health Professional with SANC or HPCSA. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems. Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDRweb and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Valid driver's Licence and willingness to travel and work overtime, when required.
DUTIES : Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory
services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.

ENQUIRIES: Ms. Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200
FOR ATTENTION: Ms. Glory Mokone

POST 07/184: CLINICAL PROGRAM CO-ORDINATOR (PNA-5) REF NO: MPDOH/FEB/20/09

SALARY: R444 276 per annum. (OSD) requirements depending on years of experience and qualifications

CENTRE: Themba Hospital, Kabokweni

REQUIREMENTS: Grade 12 (Senior Certificate). Degree/diploma in General in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC IN General Nursing. Proof of current and previous work experience signed by Supervisor and certificate of service endorsed by Human Resource Department is compulsory. Valid driver’s license. Knowledge, Skills, Training and Competencies required: Knowledge of framework governing the nursing profession and the health system. Programme planning. High level of interpersonal relationship. Presentation and facilitation skills. Ability to lease with management. Assertiveness and diplomacy. Knowledge of procedures and policies pertaining to Infection Prevention and Control. Knowledge of EPMDs, ideal clinic and new norms and standards.

DUTIES: Conduct inspections to ensure that infection prevention and control (IPC) plans are implemented and that practices are according to the specified IPC policy. Perform training and guidance activities to instil an IPC culture within the institution. Monitor IPC indicators and report to there on to assist in the improvement projects and that significant change is recognized and rewarded. Bench mark best practices and implement these to continuously advance IPC within the institution. Perform IPC monthly audits, surveys and report to senior management. Identify, facilitate and co-ordinate all IPC quality improvement plans. Assist in implementation of new norms and standards and ideal clinic realization and maintenance. Submit monthly statistics and quarterly reports to district office. Ensure that IPC nursing care plans are developed and implemented. Co-ordinate facility IPC meetings and attend district IPC Meetings. Conduct IPC risk management and develop a plan to mitigate identified risks. Ensure that the facility minimize nosocomial infection. Analyse data collected and respond to outbreaks. Report notifiable medical conditions.

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 07/185: CLINICAL PROGRAMME CO-ORDINATOR: QUALITY ASSURANCE REF NO: MPDOH/FEB/20/10

SALARY: R444 276 – R500 031 per annum. (OSD) requirements depending on qualifications and experience

CENTRE: Standerton Hospital (Gert Sibande District)

REQUIREMENTS: Grade 12 or (Senior Certificate). Diploma /Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing & Midwifery. Current registration with SANC (2019 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies required: strong interpersonal, communication and presentation skills. Sound project
management skills. Ability to make independent decisions. A strong policing/auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven initiative, writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

**DUTIES**

Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district, monitor quality assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that quality assurance committees are established: that these have quality improvement projects and that significant change is recognized and rewarded. Identify best practices and implement these to continuously advance quality assurance in the district. Interact with university and COHSASA role players to enhance the quality assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identity facilitate and coordinate all quality improvement plans. Ensure implementation of National core standard and provincial initiatives (patients Right Charter, Batho Pele programmers etc.). Ensure that all facilities conduct patients Experience of Care and waiting time’s surveys. Ensure planning, Co-ordination implementation, monitoring and evaluation of the quality assurance programmers within the district, Co-ordinate all aspects of National Core Standards. Programmer including assessments and activities to achieve National Core Standards accreditation. Coordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and submit monthly quarterly and annual reports. Conduct District assurance meetings provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complains and various other related committees to improve quality. Ensure all facilities conduct patient Experience of care and waiting times surveys Co-ordinate Batho Pele and good governance programmers.

**ENQUIRIES**

Mr. C D Mnisi Tel No: (017) 811 1642

**APPLICATIONS**

The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

**FOR ATTENTION**

Mr. M A Dhladhla

**POST 07/186**

LECTURER GRADE 1-2 PN-D1-2 (CLINICAL SUPERVISORS) REF NO: MPDOH/FEB/20/11 (X2 POSTS)

**SALARY**

R383 226 – R471 333 per annum. (OSD) requirements in line with the Qualifications and experience

**CENTRE**

Rob Ferreira Hospital

**REQUIREMENTS**

Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Current registration with SANC. (PN-D1) A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. (PN-D2) A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1year post-basic qualification in Nursing Education.

**DUTIES**

Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students
and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational programmes.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013 7555 100)
POST 07/187 : PROFESSIONAL NURSE GR 1: PNB-1 SPECIALTY (OPERATING THEATRE) REF NO: MPDOH/FEB/20/12

SALARY : R383 226 – R471 333 per annum. (OSD) requirements depending on years of experience and qualifications.
CENTRE : Rob Ferreira Hospital, Nelspruit
REQUIREMENTS : Registration with S.A.N.C as a Professional nurse. Diploma/degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post-basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. An appropriate or recognisable experience in nursing after obtaining the 01 year post-basic qualification in the relevant specialty after registration as a professional nurse with SANC Knowledge and skills: Good communication skills.
DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100
POST 07/188 : PROFESSIONAL NURSE: GR 1 (PNB-1) REF NO: MPDOH/FEB/20/13

SALARY : R383 226 – R500 031 per annum. (OSD) requirements depending on years of experience and qualifications.
CENTRE : Lebohang CHC
REQUIREMENTS : Post Basic qualifications accredited with SANC in terms of Government notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.
DUTIES : Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION : Mr. M A Dhladhla
POST 07/189  

LECTURER GRADE 1-2 (PN-D1-2) (CLINICAL SUPERVISORS) REF NO: MPDOH/FEB/20/14 (X2 POSTS)

SALARY  
R383 226 – R471 333 per annum. (OSD) requirements depending on years of experience and qualifications

CENTRE  
Rob Ferreira Hospital, Mbombela

REQUIREMENTS  
Basic R245 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Current registration with SANC. (PN-D1): A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (PN-D2): A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1year post-basic qualification in Nursing Education.

DUTIES  
Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational programmes.

ENQUIRIES  
Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS  
The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION  
Ms. Innocent Mthombeni Tel No: (013) 755 5100

POST 07/190  

LECTURER PN-D 1 – 2 (NURSING) REPLACEMENT REF NO: MPDOH/FEB/20/15 (X2 POSTS)

SALARY  
R383 226 – R471 333 per annum. (OSD) requirements depending on qualifications and experience

CENTRE  
Embhuleni Hospital (Gert Sibande District)

REQUIREMENTS  
Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse minimum 4yrs, plus a post basic nursing qualification in Nursing Education and no experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education.

DUTIES  
Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner’s competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES  
Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS  
The District Manager, Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION : Mr. M A Dhladhla

POST 07/191 : ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/FEB/20/16
(Re-Advertisement)

SALARY : R376 596 per annum (Level 09) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

CENTRE : Sabie Hospital

REQUIREMENTS : Bachelor's Degree Financial Management or Accounting or Diploma plus Tech in Financial Management. Five (5) years’ experience in Financial Management. Good Knowledge and skills in BAS, LOGIS, Treasury Regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver’s license.

DUTIES : Manage finance, revenue and bookkeeping, payments, internal control and systems, Debts Management. Advice and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 07/192 : DATA TECHNOLOGIST- SERVER ADMINISTRATOR) REF NO: MPDOH/FEB/20/17

SALARY : R316 791 per annum. (Level 08) (All-inclusive remuneration package)

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : An appropriate NQF Level 7 Qualification as recognised by SAQA. Minimum qualification is an IT related Diploma or Degree in Information Technology. Three years Server/Desktop experience is desirable. Certification of any of the following MCSDT, MCSA, MCP, MCSE would be an advantage. Knowledge: Project Management skills. Knowledge of Server 2016, Exchange 2016, DHCP, Active Directory, and Collaboration tools, SCCM, Skype, Exchange Server 2016 and DNS. Analytical skills.

DUTIES : Design, Implement and maintain Servers in the Department. Produce reports as and when needed. Analysis of log files, events and maintain Health of Servers. Ensure that all Severs are backed up. Develop policies and procedures. Provide support and leadership to other users.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340

APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200

FOR ATTENTION : Ms. Glory Mokone

POST 07/193 : MEDICAL SOCIAL WORKER GR 1 REF NO: MPDOH/FEB/20/18

SALARY : R257 592 – R298 614 per annum. (OSD) requirements depending on years of experience and qualifications

CENTRE : Tonga Hospital

REQUIREMENTS : Bachelor degree in Social work, Registration with the South African Council for Social Service Profession as Social Worker. Proof of current registration with South African Council for Social Service as a Social Worker. Proof of current registration with South African Council for Social Service Profession as Social Worker. A valid driver’s license. Knowledge: Working knowledge and understanding of human behaviour and social systems, the ability and competence, develop, advocate for, and empower individuals, families, group, organizations and communities to enhance their problem solving capabilities, the ability to promote, restore, maintain, advocate for and enhance the
functioning of individuals, families, groups, and communities by enabling them to accomplish task, prevent and alleviate distress and use resources effectively, the understanding and ability to provide social services towards protecting vulnerable people, ability to compile complex reports. Skills: skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

**DUTIES**

Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programmes, support lower-level employees, keep up to date with developments programmes, support lower-level employees, keep up to date with developments in the social welfare fields, Perform all administration functions required of job.

**ENQUIRIES**

Mr. I Zitha Tel No: (013) 755 5100

**APPLICATIONS**

The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**

Ms. Innocent Mthombeni Tel No: (013) 7555 100

**POST 07/194**

PERSONNEL PRACTITIONER: HRD REF NO: MPDOH/FEB/20/19

**SALARY**

R257 508 per annum (Level 07) plus Benefits

**CENTRE**

Shongwe Hospital

**REQUIREMENTS**

National Diploma in Human Resource Development/Public Administration or related field of study coupled with relevant experience. Knowledge of Persal System will be an advantage. Plus the following keys: Knowledge of Government policies and all skills development related legislation. Employment Equity Act, SAQA, SETA, understanding of the National Skill Development Act and Understanding of Learnership. Computer literacy MS Excel, MS Project and Power Point. Skills: Presentation and report writing, Organizational and administration. Numeracy, interpersonal and communication, Communication: Verbal and written, Creativity, innovative and having a driver's license.

**DUTIES**

Presentation of the orientation and induction program, Compilation of relevant documentation pertaining to Learnership program, compilation of monthly, quarterly and annually training reports, Update learner database. Learnership Administration. Monitoring and evaluation of programmes, attend to all HRD administrative duties. Monitoring ABET Programme, Administer part time and full time bursary programmes.

**ENQUIRIES**

Mr. I Zitha Tel No: (013) 755 5100

**APPLICATIONS**

The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**

Ms. Innocent Mthombeni Tel No: (013) 7555 100

**POST 07/195**

TRAINING OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: MPDOH/FEB/20/21

**SALARY**

R257 508 per annum plus benefits

**CENTRE**

Nkangala District Office

**REQUIREMENTS**


**DUTIES**

Facilitate and coordinate training programs. Facilitate, administer and support the implementation of internships, learnership and work integrated learning programs. Facilitate and monitor bursaries. Develop and implement workplace skills plan. Conduct skills audit. Facilitate and administer the implementation of internal and external bursaries. Liaise with external stakeholders with regards to training matters. Compile monthly and quarterly HRD reports.

**ENQUIRIES**

Ms. S Matheba Tel No: (013) 658 1070

**APPLICATIONS**

The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION**

Ms. S Matheba

**POST 07/196**

LAUNDRY MANAGER REF NO: MPDOH/FEB/20/20

**SALARY**

R145 281 per annum (Level 04) plus benefits
CENTRE : Mapulaneng Hospital
REQUIREMENTS : Senior Certificate or Equivalent qualification plus 3-5 years’ experience in supervisory position. Background in the Laundry services will be an added advantage. Good communication and interpersonal relations.
DUTIES : Supervisor staff, monitor daily running of the laundry, monitor its budget when buying linen, protective clothing and chemicals. Do monthly reports, attend meetings and do stock take and the hospital(s) and nearby Clinics with clean linen. Compile PMDS reports for Laundry staff. Ensure regular update of attendance register. Monitor adherence Occupational Health and Safety in the laundry.
ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100
ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

APPLICATIONS: All applications must be forwarded to: The Head of the Department; Private Bag X5018, Kimberley, 8300 or Hand deliver to Recruitment and Selection unit: 162 George Street, Kimberley, 8301.

FOR ATTENTION: Mrs. L. Phayane, Manager: Human Resources Tel No: (053) 838 9100

CLOSING DATE: 06 March 2020, 12 noon

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

POST 07/197: MANAGER: ANIMAL HEALTH REF NO: ALR/02/20/05

SALARY: R869 007 per annum (Level 12)

CENTRE: Kimberley

REQUIREMENTS: A Veterinarian in possession of a BVSc/BVMCh degree or equivalent; Registration with the South African Veterinary Council; At least three years proven experience in the field as a Veterinarian with leadership and management skills including an understanding of the PFMA; An understanding of the Agricultural Sector Plan, Provincial Growth and Development Strategy; CASP; Food Security; WTO; Sanitary and Phytosanitary standards; Primary Animal Health Care and Community Development; Good interpersonal and written and verbal communication skills. Computer skills; a valid driver’s license.

DUTIES: Provide leadership and operational planning for animal health activities and laboratory services; Manage and implement the Animal Diseases Act of 1984 and related Acts and regulations; Implement various animal diseases surveillance programme in line with international standards; Develop and manage a database on various aspects related to animal health and laboratory services; Develop and implement a primary animal health program; Ensure that Veterinarians and Animal Health Technicians participate in various agricultural development projects; Manage the finances and report on animal health and laboratory activities in line with national and interpersonal standards; Interact with various role-playing within and outside the Department.

ENQUIRIES: DR. P. Kegakilwe Tel No: (053) 838 9100
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<tr>
<th>POST 07/198</th>
<th>STATE VET: EXPORT REF NO: ALR/02/20/06</th>
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<tr>
<td>SALARY</td>
<td>R733 257 per annum (Level 11)</td>
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<td>REQUIREMENTS</td>
<td>Possession of an appropriate Bachelor Degree (BVSc/BVMCh) or equivalent qualification. Registered with the South African Veterinary Council. Computer literacy and have a valid driver’s license.</td>
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<td>DUTIES</td>
<td>Manage and implement the Animal Disease Act (Act 36 of 1984) and the Meat Safety Act (40 of 2000); Manage the export of animal and animal products by coordination, facilitation, inspection, surveillance, auditing and any other function that might be required for this process to run optimally. Represent the Province on relevant forums if and when required; Coordinate and implement the registration of all export facilities; Provide support to management on export related matters if and when required; Compiling and submission of veterinary and any other reports that might be required; Manage the allocated budget and personnel under the post’s control; any other function that might be expected from the post.</td>
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<tr>
<td>ENQUIRIES</td>
<td>DR. P. Kegakiwe Tel No: (053) 838 9100</td>
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<th>POST 07/199</th>
<th>STATE VET: ANIMAL HEALTH REF NO: ALR/02/20/07</th>
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<tr>
<td>SALARY</td>
<td>R733 257 per annum (Level 11)</td>
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<td>REQUIREMENTS</td>
<td>Applicants must be in possession of an appropriate Bachelor Degree BVSc/BVMCh or equivalent qualification; Registration with the South African Veterinary Council; Valid driver’s license is a prerequisite. Sound knowledge of animal diseases control with special references to state controlled and vector borne diseases. Good verbal and written communication skills. Proven computer literacy in MS office software.</td>
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<td>DUTIES</td>
<td>Animal Disease Control according to animal disease Act of 1984; Implementation of Meat Safety Act of 2000; Epidemiological disease Investigations; Data capturing and reporting; Promotion and implementation of primary animal health projects; Participating in multidisciplinary animal production development projects and CASP; Health certification service and export control; Budget management and management of personnel. Provide training and awareness programs to communities. Perform all administrative and related functions.</td>
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<tr>
<td>ENQUIRIES</td>
<td>DR. P. Kegakiwe Tel No: (053) 838 9100</td>
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<tr>
<th>POST 07/200</th>
<th>CONTROL VETERINARY TECHNOLOGIST REF NO: ALR/02/20/08</th>
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<tr>
<td>SALARY</td>
<td>R470 040 per annum (Level 10)</td>
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<tr>
<td>CENTRE</td>
<td>Kimberley</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Possession of National Diploma in Veterinary Technology or equivalent qualification. Registration with the South African Veterinary Council is a requirement. Must possess a valid driver’s license (code B) and have at least 5 years’ experience. Computer skills, Quality management skills, Managerial and Supervisory skills will be an added advantage.</td>
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<td>DUTIES</td>
<td>Undertake more advanced Veterinary Laboratory Diagnostic testing in the Serology Laboratory; Coordinate and supervise the activities of the Veterinary Technologists in the Serology Laboratory; Ensure quality planning is conducted which would, inter alia, include the following: Develop and maintain annual quality assurance plan for the provincial veterinary laboratory; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service. To perform all administrative and related functions.</td>
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<tr>
<td>ENQUIRIES</td>
<td>DR. W. Shumba Tel No: (053) 838 9100</td>
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<th>POST 07/201</th>
<th>PRINCIPAL AGRICULTURAL ECONOMIST REF NO: ALR/02/20/17</th>
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<tr>
<td>SALARY</td>
<td>R470 040 per annum (Level 10)</td>
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<tr>
<td>CENTRE</td>
<td>Kimberley</td>
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<td>REQUIREMENTS</td>
<td>A four-year degree in Agricultural Economics, with a minimum of 3 years relevant experience; a post-graduate qualification will serve to the advantage of an applicant; Verification of foreign qualifications would, as a matter of principle be conducted; Good presentation, communication and report writing skills.</td>
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skills; Must be prepared to work under pressure, and be able to meet the
deadlines on specified times; be computer literate, and have thorough
knowledge of financial management; Feasibility studies, project
implementation and Business Planning skills are essential; Be analytical in
thinking and have strong working relations; Be prepared to travel extensively
and have a valid driver’s license.

**DUTIES**

The successful candidate will render advisory support on project Planning,
appraisal, implementation, and evaluation; Render economic and marketing
support services to the clients and officials; Establish and maintain
stakeholder relations with all relevant institutions; establish and promote
Agribusinesses through the establishment of co-operatives and instill a sense
of entrepreneurship in clients, especially farmers; Capacity building through
training to both emergent and commercial farmers; Promote value adding
through agro-processing; Ability to develop information management systems
for the office and clients; Play a leading role in driving and promoting AgriBEE
concept in the Province; Promote access to finance by emergent farmers
through Micro Agricultural Financial Institutions of South Africa (MAFISA) and
any other source of finance; Carry out other relevant tasks that may be
delegated to him/her.

**ENQUIRIES**

MS. P. Moletsane Tel No: (053) 838 9100

**POST 07/202**

**AGRICULTURAL ADVISOR REF NO: ALR/02/20/02**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Upington

**REQUIREMENTS**

Applicants must be in possession of an appropriate 3-4 years Bachelor Degree
in Agriculture or B-Tech Degree, majoring in crop/plant production; Knowledge
of extension methodology; Compulsory registration with a registered
Professional Council e.g. (SACNASP); Knowledge of project planning and
implementation process. Must be computer literate, Good Communication and
organizational skills. Valid driver’s license (Code B) is a pre-requisite.

**DUTIES**

Render general agricultural advice on crop production and irrigation to farmers
to ensure optimal production, Advise on efficient methods and utilization of
resources like soil, water and Provide support to farmers through CASP, Land
Care, ILLIMA/LETSEMA, etc. in terms of planning, implementation and
aftercare support; Promote the implementation of best farming practices and
latest technologies; Establish and enhance the relationship with clients and
stakeholders; Perform administrative and related functions, Keep farmers
database up to date; Compile and submit monthly and quarterly reports, Keep
up to date with applicable policies, procedures, technologies and new
developments to be able to render an efficient and effective extension service.

**ENQUIRIES**

MRS. L. Senosi Tel No: (053) 838 7800

**POST 07/203**

**FARM MANAGER REF NO: ALR/02/20/13**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Eiland Upington

**REQUIREMENTS**

The applicant must be in possession of a 3 year degree or a B. Tech in
Agriculture (crop production) with a minimum of 10 years management
experience of a crop production farm. Ability to operate farm equipment
(tractors etc.), mechanical experience/knowledge/farm and building
maintenance work and be computer literate. Must have some experience in
technology and modern agriculture especially as it relates to crop production.
Sound knowledge of labor and sector (agriculture) legislation is a prerequisite.
Candidate must have a valid unendorsed drivers’ license.

**DUTIES**

The successful candidate will be responsible for the management of the
Research Station (crop production) in collaboration with the research division
as well as offer support to other Research institutions involved with research
(crop production) at the Research Station. Staff supervision and productive
management of staff, soil preparation, crop production, irrigation,
mechanization, general construction, repair and maintenance work (e.g.
buildings and fences), proven experience with pivots and irrigation systems,
will be key performance areas. Responsibilities will include the management
of personnel (staff), budgeting and planning, procurement of goods and
services, health and safety and other support functions. In order to maximize
the farm management abilities of stakeholders, active involvement in rural
development projects and training will be required.
ENQUIRIES : Mr H Gerber Tel No: (087) 6300303

POST 07/204 : FARM MANAGER REF NO: ALR/02/20/10

SALARY : R316 791 per annum (Level 08)
CENTRE : Karakul
REQUIREMENTS : The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (animal production) with a minimum of 10 years management experience in small stock farming. Ability to manage small stock, operate farm equipment, mechanical experience/knowledge farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to animal production. Sound knowledge of labor and sector (agriculture) legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

DUTIES : The successful candidate will be responsible for the management of the Research Station (small stock farming) in collaboration with the research division as well as offer support to other Research Institutions involved with research at the Research Station. Staff supervision and productive management of staff, animal production, veldt management, mechanization, general construction (building etc.), repair and maintenance work (e.g. fences, windmills), proven experience with water reticulation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. To maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

ENQUIRIES : Mr H Gerber Tel No: (087) 6300303

POST 07/205 : FARM MANAGER REF NO: ALR/02/20/18

SALARY : R316 791 per annum (Level 08)
CENTRE : Retriever
REQUIREMENTS : The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (crop /animal production) with a minimum of 10 years management experience in mixed farming. Knowledge of farming with milk goats, the ability to operate farm equipment, mechanical experience/knowledge/farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to crop and animal production (milk goats). Sound knowledge of labor and sector (agriculture) legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

DUTIES : The successful candidate will be responsible for the management of the Research Station (mixed farming) in collaboration with the research division as well as offer support to other Research Institutions involved with research at the Research Station. Staff supervision and productive management of staff, soil preparation, crop production, animal production (milk goats), irrigation, mechanization, general construction (building etc.), repair and maintenance work (e.g. fences), proven experience with pivots and irrigation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. To maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

ENQUIRIES : Ms. R Burgess Tel No: (087) 6300303

POST 07/206 : FARM MANAGER REF NO: ALR/02/20/11

SALARY : R316 791 per annum (Level 08)
CENTRE : Koopmansfontein
REQUIREMENTS : The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (animal production/ large stock) with a minimum of 10 years management experience in farming with large stock. Ability to manage animal production, operate farm equipment, mechanical experience/knowledge, farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to animal production. Sound knowledge of labor and sector (agriculture)
legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

**DUTIES**: The successful candidate will be responsible for the management of the Research Station (large stock farming and veldt) in collaboration with the research division as well as offer support to other Research Institutions involved with research at the Research Station. Staff supervision and productive management of staff, animal production, veldt management, mechanization, general construction (building etc.), repair and maintenance work (e.g. fences, windmills), proven experience with water reticulation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. To maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

**ENQUIRIES**: Ms R Burgess; Tel No: (087) 6300387

**POST 07/207**: FARM MANAGER REF NO: ALR/02/20/12

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

**CENTRE**: Vaalharts

**REQUIREMENTS**: The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (crop/animal production) with a minimum of 10 years management experience in mixed farming. Ability to operate farm equipment, mechanical experience/knowledge/farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to crop and animal production. Sound knowledge of labor and sector (agriculture) legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

**DUTIES**: The successful candidate will be responsible for the management of the Research Station (mixed farming) in collaboration with the research division as well as offer support to other Research Institutions involved with research at the Research Station. Staff supervision and productive management of staff, soil preparation, crop production, animal production, irrigation, mechanization, general construction (building etc.), repair and maintenance work (e.g. fences), proven experience with pivots and irrigation and water reticulation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. To maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

**ENQUIRIES**: Ms. A Theunissen Tel No: (876) 300303

**POST 07/208**: CANDIDATE ENGINEERING TECHNICIAN (PLEASE SPECIFY IN APPLICATION SPRINGBOK OR DE AAR) REF NO: ALR/02/20/01 (X2 POSTS)

**SALARY**: R268 713 per annum

**CENTRE**: Springbok & De Aar

**REQUIREMENTS**: Applicants must be in possession of an appropriate 3-4 years National Higher diploma or BTECH degree in Civil Engineering or Relevant qualification. Compulsory registration with ECSA. Relevant experience in the field of the Agricultural and Civil Engineering sector with working on Model Maker design program, Trimble GPS and Trimble Business Centre survey programs will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software programs, Microsoft Office and Power Point. Excellent interpersonal relation skills, ability to handle tasks of a multi-faceted nature, sound communication skills both verbal, working under pressure with deadlines and written, problem solving skills. Valid drivers’ license is compulsory – minimum code 8.

**DUTIES**: Design, construction and contract management of irrigation systems, sub-surface, drainage, water run-off control, soil conservation structures and stock water systems. Design and construction with contract management of other on-farm infrastructure i.e. fences, animal handling and housing facilities, reservoirs/dams and buildings. Technical and engineering skills would be expected in agricultural development support programs, i.e. CASP, ILLIMA LETSEMA and LandCare. Travel and working in other remote areas in Northern Cape would be expected from the successful candidate.
ENQUIRIES : MR. W.J.J. De Bruyn Tel No: (053) 838 9100

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 : 06 March 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 07/209 : DEPUTY DIRECTOR: CASH FLOW MANAGEMENT REF NO: NCPT/2020/13
Re-advertisements, and candidates who previously applied are encouraged to re-apply.

SALARY : R733 257 - R863 748 per annum
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Accounting, Auditing, Public Finance, Economics or Banking. 3-5 years’ relevant supervisory/junior management experience within a government accounting environment. A valid Driver’s license. Knowledge of GAAP and GRAP, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Basic Accounting System (BAS), Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Change Management, Budgeting and Financial Management, Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, Report writing, Communication at both high and lower levels, Accounting and auditing skills, Computer literacy (Ms. Word, Excel, PowerPoint), Networking skills, Leadership skills, Financial management, Team working/building, Analytical,
DUTIES: Manage Provincial Cash Flow: Consider and recommend monthly funds requisitioned by departments, Review cash flow projections and disbursement tool, Review funding schedule in line to the Departments funds requisitions, Compile and submit cash flow reports to stakeholders Conduct monthly cash flow meetings, Liaise and provide technical support to departments regarding cash flow matters. Manage investment for the Provincial Revenue Fund: Recommend and place investments with commercial banks/brokerage firms/financial institutions, Recommend approval daily cash liquidity requirement analysis, Review Investment register and report. Administer policy directives and guidelines relating to the Provincial Revenue Fund: Analyse, interpret and recommend amendments/additions to policy prescripts relating to Cash Flow Management policies, Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued, Recommend amendments/additions to and monitor internal control systems with regard to Provincial Revenue Fund operating systems. Render a support service to the Sub-Directorate Banking Services: Evaluate banking services, Assist with banking bid process, Assist with Annual Financial Statement. Manage the resources within the Sub-Directorate: Perform strategic and operational planning, oversee the administrative support function, Perform people management function, Perform financial management function.

ENQUIRIES: Ms. C. Shuping Tel No: (053) 830 8476

POST 07/210: DEPUTY DIRECTOR: BANKING SERVICES REF NO: NCPT/2020/14

Re-advertisements, and candidates who previously applied are encouraged to re-apply.

SALARY: R733 257 - R863 748.per annum

CENTRE: Kimberley Office

REQUIREMENTS:
Degree/Diploma (NQF: 6/7) in Accounting, Auditing, Public Finance, Economics or Banking, 3-5 years’ relevant supervisory/junior management experience within a government accounting environment. A valid Driver’s license. Knowledge of GAAP and GRAP, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Basic Accounting System (BAS), Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Change Management, Budgeting and Financial Management, Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, Report writing, Communication at both high and lower levels, Accounting and auditing skills, Computer literacy (Ms. Word, Excel, PowerPoint), Networking skills, Leadership skills, Financial management, Team working/building, Analytical, Interpersonal relationship, Problem solving and decision making, Ability to interpret directives and policy.

DUTIES: Maintenance of bank accounts: Provide support to the departments with regards to online banking systems; Facilitate the signatories profiles on banking services; Facilitate departments banking services requests; Monitor banking facility; Report on banking issues to relevant stakeholders; Processing of payments from the Provincial Revenue Fund. Administer policy directives and guidelines: Analyze, interpret and recommend amendments/additions to policy prescripts relating to Banking and Cash Flow Management policies; Compile memoranda/circulars regarding Banking Services; provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued. Compile Provincial Revenue Fund Annual Financial Statement: Manage the overall accounting and operations of Provincial Exchequer Account; Maintain accounting transactions on BAS; Monitor accounting month end closure on BAS. Manage Provincial Banking Contract: Co-establish banking arrangement and/or agreements (banking bid) for the Provincial Revenue Fund; Monitor the implementation of the Service Level Agreement (SLA) with bank; manage the evaluation of commercial banking services for the Provincial Revenue Fund; Render a secretariat services for the banking services. Manage the resources
within the Sub-Directorate: Perform strategic and operational planning;
Oversee the administrative support function; Perform people management
function; Perform financial management function.

ENQUIRIES : Ms. C. Shuping Tel No: (053) 830 8476

POST 07/211 : DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NCPT/2020/15
Re-advertisements, and candidates who previously applied are encouraged
to re-apply.

SALARY : R733 257 - R863 748 per annum
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Psychology/Health & or Social Sciences. 3-5
years relevant supervisory experience at junior management level in an
Employee Health & Wellness environment. A valid Driver’s license. Extensive
knowledge of Employee Health & Wellness strategic framework, policies,
prescripts and practices. EAP, Basic Conditions of Employment Act, Change
Management, Compilation of management reports, Research and analysis,
Project Management, Conflict management and Performance Management.
Computer Literacy.

DUTIES : Manage and implement Employee Wellness Programmes: Develop and
implement Employee Health & Wellness policy. Conduct work life balance
programmes/initiatives. Manage and implement Health and Productivity
programmes: Conduct Health information sessions in the Department. Liaise
with HR, conduct and report on sick leave analysis. Manage and implement
HIV/AIDS and TB Management Programmes: Develop and implement
HIV/AIDS and TB Management policy. Co-ordinate awareness and prevention
programmes. Management of non-communicable and communicable
diseases. Manage and implement Safety, Health, Environment, Risk and
Quality Management (SHERQ) Programmes: Develop and implement
SHERQ policy. Manage the implementation of the OHS Act and COIDA Act.
Represent the department in all relevant Employee Health & Wellness forums.
Manage Financial and Human Resources of the Sub-Directorate: Manage the
performance, training and development of officials. Manage the Employee
Health & Wellness sub-directorate.

ENQUIRIES : Ms. ML Mooki Tel No: (053) 830 8315

POST 07/212 : ASSISTANT DIRECTOR: BANKING SERVICES REF NO: NCPT/2020/11
Re-advertisements, and candidates who previously applied are encouraged
to re-apply.

SALARY : R376 596 - R443 601 per annum
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 2-3 years’
supervisory experience within a government accounting environment. A valid
Driver’s license. Knowledge of GRAP, GAAP and BAS, Administration
procedures relating to specific working environment including norms and
standards. Planning and organizing, Compilation of management reports.
Public Finance Management Act, Treasury Regulations, Municipal Finance
Management Act and Regulations. Financial Reporting. Accounting reforms in
the Public Sector. Management accounting, Strategic planning and
leadership. Budgeting and financial management, Public Service laws and
regulations. Good verbal and written communication skills, organizing skills,
analytical skills, decision making skills, problem solving skills, conflict
management skills, facilitation skills, computer literacy (Ms. Word, Excel,
PowerPoint).

DUTIES : Co-ordinate overall accounting operation of the Provincial Revenue Fund:
Monitor daily bank account interface, daily limit management, Check, Verify
and sign monthly reconciliation statements, Co-approve and authorize funding
to departments, Co-approve and authorize payments to third parties. Process
accounting transactions on BAS. Assist with preparation of Revenue Fund
Financial Statements. Maintain Provincial Revenue Fund operating system:
Perform BAS system controller functions, Perform Online Banking system
manager functions. Ensure compliance with policy directives regarding
banking services: Liaise with the bank regarding services rendered, Co-
establish banking arrangements and/or agreements (banking bid) for the
Provincial Revenue Fund. Management and supervision of unit staff

ENQUIRIES: Ms. C. Shuping Tel No: (053) 830 8476

POST 07/213: ASSISTANT DIRECTOR: COMPLIANCE AND MONITORING (MUNICIPAL REVENUE) REF NO: NCPT/2020/12

SALARY: R376 596 - R443 601 per annum

CENTRE: Kimberley Office

REQUIREMENTS: Degree/Diploma (NQF: 6/7) in Accounting, Statistics, Economics, Public Administration, Local Government Finance/Management/Administration, 2-3 years relevant experience in a local government environment. A valid Driver’s license. Knowledge and understanding of municipal budgets and processes, municipal revenue value chain processes, revenue collection and cash management in local government, clearing of suspense accounts, reconciliations, and deeper understanding of municipal bank accounts reconciliation processes. Knowledge of revenue related policies, financial ratio analysis, statistics/economics/accounting. Strong research base analysis and analytical ability, understanding of financial norms and standards such as Municipal Finance Management Act (MFMA), National Treasury circulars, Local Government Legislations e.g. Municipal Systems Act, Municipal Property Rates Act (MPRA) etc. Knowledge of reporting procedures, gathering of information and conducting basic research. Good planning and organising skills, interpersonal relations, ability to perform routine tasks, policy development and analysis. Excellent planning, organising and people management skills. Strategic capability and leadership skills. Ability to multi task, proven knowledge of budget and revenue policy of local government, division of revenue of local government and fiscal policy. Knowledge of local government budget processes, manage under rapidly and changing as well as pressurised circumstances.

DUTIES: The successful candidate will, inter alia be responsible for the following: To provide for the effective and efficient development of revenue streams, and cash flow management: Improving the sustainability of municipal revenue budgets and exploring the use of available revenue resources. Conduct research into the National transfer system with a specific focus on the funding formula that underpins the local government. Report on municipalities revenue performance including identifying and researching possible new sources of own revenue. Development of an assessment framework with which to assess municipal service charges in terms of sustainability, transparency and credibility: Develop, monitor and evaluate cash flow and investment management practices and policies aimed at improving cash flow management and liquidity in municipalities to ensure the sustainability and credibility thereof. Develop framework to assist in cost reflective tariffs and debt recovery. Support the implementation of Revenue Management by municipalities: Provide assistance in evaluating and reporting on the implementation of revenue enhancement strategies at municipalities. Provide assistance with the provision of support to municipalities to interpret revenue related budget reforms and assist with the evaluation and assessments to ensure the municipalities realistically and accurately budget for all revenue sources accordingly. Clearing of suspense accounts, reconciliations of municipal bank accounts, and reconciliation processes. Provide assistance in evaluating revenue reports by municipalities and report on activities. Provide advice and technical guidance on revenue related by-laws, policies, and tariff setting relating to revenue management cycles: Keep abreast of new revenue related reforms (visit NT website on a regular basis) and assist in rolling out such reforms, Responsible for oversight of municipalities. Knowledge of local government prescripts, Provide assistance and support with the provision of technical support for the preparation of municipal revenue planning processes, Provide assistance and support in evaluating the assessment reports of municipalities on their policies to meet minimum legislative requirements in order to maximize municipal revenue, Provide assistance and support with the assessment on tariff setting and draft guidelines, Provide support and assist with assessments and advice on the Revenue Value Chain activities which include (Data Management, Meter Readings and installation management, Indigent Management, Billing and Distribution, Receipt Management, Credit Control, Customer Care, Legal and Institutional advice, and town planning and valuation related activities).
ENQUIRIES :

Ms. B. Mgaguli Tel No: (053) 830 8345/2
The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts.

APPLICATIONS should be forwarded to the Director: Human Resource Management: Department of Cooperative Governance & Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Manini Mashigo.

CLOSING DATE: 06 March 2020

NOTE: Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications and identity document, a comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants’ with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised posts must direct their enquiries to the relevant person indicated on enquiries. Completed NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 07/214: DIRECTOR: ANTHROPOLOGICAL SERVICES AND RESEARCH

REF NO: COGTA 01/19-20

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

CENTRE: Head Office (Mmabatho)


DUTIES: Recording and maintaining a comprehensive knowledge base of traditional communities, structures and identity. Rending specialist services during commission of inquiry and litigation. Conducting investigation disputes and claims related to traditional leadership and others. Coordinating the activities on the preservation of culture. Coordinate the development and management of policies related to traditional affairs.

ENQUIRIES: Mr S.A Ruthoane Tel No: (018) 388 4494

OTHER POSTS

POST 07/215: DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE SUPPORT

REF NO: COGTA 02/19-20

SALARY: R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE: Head Office (Mmabatho)

REQUIREMENTS:

DUTIES:
Support municipalities to maintain functional Local Labour Forums. Monitor and support municipalities to maintain functional Council and Council Committees. Monitor and support Municipalities to comply with legislation, by-laws and policies including regular reviews of such legislative mechanisms. Coordinate and monitor the implementation of local government anti-corruption strategy. Conduct assessment of the efficiency of municipal governance processes and systems. Conduct investigations into allegations of misconduct, maladministration and/or corruption by the councils and their administrations.

ENQUIRIES:
Mr P Moipolai Tel No: (018) 388 3615

POST 07/216

DEPUTY DIRECTOR: HOUSE OF TRADITIONAL LEADERS REF NO: 03/19-20
Directorate: Traditional Affairs

SALARY: R733 257 per annum (Level 11) (All-inclusive remuneration package)

CENTRE: Head Office (Mmabatho)

REQUIREMENTS:

DUTIES:
Coordinate and implement activities of Committees of Provincial House of Traditional Affairs. Coordinate and implement the activities of the Local Houses of Traditional Leaders. Manage the administrative and Protocol services to the House of Traditional Leaders. Management of both human and financial resources within the sub-component.

ENQUIRIES:
Mr O.K Baikgaki Tel No: (018) 388 4490

POST 07/217

ASSISTANT DIRECTOR: MUNICIPAL ORGANISATIONAL DEVELOPMENT SUPPORT REF NO: COGTA 04/19-20
Directorate: Municipal Administration

SALARY: R376 596 per annum (Level 09)

CENTRE: Head Office (Mmabatho)

REQUIREMENTS:

DUTIES:
Monitor and support municipalities to develop/review organizational structures. Monitor and support municipalities to self-assess functional or Local Labour Forums. Monitor and support municipalities to quality assure the appointment of Senior Managers. Monitor municipalities’ l.r.o compliance with
ENQUIRIES : Mr P Moipolai Tel No: (018) 388 3615

POST 07/218 : ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL PLANNING REF NO: COGTA 05/19-20
Directorate: Municipal Finance

SALARY : R376 596 per annum. (Level 09)
CENTRE : Head Office (Mmabatho)

DUTIES : Monitor and support municipalities to comply with applicable legislation (MFMA/MSA). Monitor and support municipalities with the implementation of total remuneration packages payable to Municipal Managers directly accountable to MMS. Monitor and support municipalities with the implementation of Upper Limits of salaries, allowances and benefits of Municipal Councils in terms of the Public Office-Bearers Act (POBA). Monitor and report on municipal budget expenditure trends. Coordinate the annual submission of inputs in regard to section 47 report by MEC to the Legislative (Municipal Systems Act, 32 of 2000). Monitor and support municipalities with revenue management enhancement initiatives.

ENQUIRIES : Mr KA Dikgole Tel No: (018) 388 2181

POST 07/219 : ASSISTANT DIRECTOR: IDP REF NO: COGTA 06/19-20
Directorate: Development and Planning

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Mmabatho)

DUTIES : Support and monitor development of Integrated Development Plans in municipalities as per the IDP cycle. Support and monitor development and alignment of IDP process plans with District IDP Frameworks. Support, monitor and report on the functionality of District IDP structures. Facilitate and coordinate alignment of District and Local Municipality IDPs. Monitor implementation plans for all IDP priorities per municipality. Perform supervisory functions to the supervisee.

ENQUIRIES : Ms C Mmutle Tel No: (018) 388 3599
PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

POST 07/220: DEPUTY DIRECTOR-GENERAL: OPERATIONS

SALARY: R1 521 591 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Head Office, Cape Town

REQUIREMENTS: Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA with a minimum of 8 - 10 years’ experience at a senior managerial level. Inherent requirements of the job: Willingness to travel. Willingness to work additional hours as required. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): The ability to provide a vision and set direction to meet the strategic objectives of the department and inspire others to deliver on the Division’s mandate. Ability to provide strategic direction in terms of health services within South Africa. The ability to identify service delivery barriers/inefficiencies as well as policy gaps and to implement mitigating interventions/initiatives. The ability to prioritise in a resource constrained environment not compromising service quality and standards. The ability to drive Change Management initiatives and strategic organisational objectives and to utilise resources effectively and economically to achieve key deliverables. Extensive knowledge of the following: Health legislation in order to give sound advice and leadership, Health system development and strengthening strategies, Continuous quality improvement strategies, Service, corporate and quality management competencies with specific reference to the Health Care environment, Clinical risk management. The ability to apply financial concepts and processes to determine the financial impact of Business decisions. The ability to allocate resources appropriately to meet strategic objectives within budgetary constraints. The ability to manage budgets, control cash flow, institute risk management and administer generally recognised financial practices in order to ensure the achievement of strategic objectives. Understand the strategic and operational matters related to the joint mandate with universities to train health sciences trainees and provide a platform for teaching and research. Possess public relations skills, negotiation and facilitation skills as well as presentation and public speaking skills. The ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Western Cape Health Services.

DUTIES: Provide Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost effective health service functions in support of departmental service delivery, which includes the following: Health services in five rural and metro districts with specific focus on the District Health service delivery continuum and as well as general specialist hospital, specialised hospitals and oral health services, within the context of an inter-sectoral approach. Central and Tertiary Hospital Services in Groote Schuur Hospital, Tygerberg Hospital and Red Cross Hospital in support of the geographic service continuum. Emergency and clinical services support functions across the health service components. Drive and coordinate the Branch’s strategic planning process in a seamless and integrated manner to ensure alignment with the departmental corporate and strategy functions, as well as other sectors outside the department. Lead and manage the relationship between internal and external stakeholders. Responsible for overall people management within the Branch: Operations sound employee relations and diversity management. Responsible for overall Financial Management of Branch: Operations.

ENQUIRIES: Dr K Cloete Tel. No: (021) 483-6034
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: 13 March 2020

OTHER POSTS

POST 07/221: ASSISTANT MANAGER NURSING (HEAD OF NURSING)
West Coast District

SALARY: R562 800 per annum (PN-B1)
CENTRE: Radie Kotze Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at strategic or operational management level. Inherent requirements of the job: Willingness to work overtime, weekends and public holidays to meet the operational needs. Valid code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good managerial, supervisory, negotiation, people, problem solving, change management, decision making, disciplinary and conflict management skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Computer literacy (MS Word, PowerPoint and Excel).

DUTIES: Effective overall management support, coordination, guidance and supervision of holistic nursing services in Radie Kotze and Lapa Munnik Hospitals towards the realization of strategic goals and objectives. Management and utilisation of Human, physical and financial resources in accordance with relevant directives, policies and legislation. Provide professional, technical and management support (Strategic Advisory Role) for the provision of Quality Patient Care through Proper Management of Nursing care programs. Maintain constructive working relationships with nursing personnel, PHC management and other stakeholders (multidisciplinary team work). Co-ordinate the provision of effective training and research.

ENQUIRIES: Dr CS Prins Tel No: (022) 487-9254
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: 13 March 2020

POST 07/222: OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ADVANCED MIDWIFERY AND NEONATOLOGY)

SALARY: R562 800 per annum (PN-B3)
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputizing for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and

**DUTIES**: Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department. Participate in formulating, 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 under-performance 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**: 13 March 2020

**POST 07/223**: THERAPEUTIC AND MEDICAL SUPPORT SERVICE PROGRAMME CO-ORDINATOR

Directorate: Information Management

**SALARY**: R466 119 per annum

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Experience: Grade 1: A minimum of 3 years appropriated experience in Diagnostic Radiography 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) as a Diagnostic Radiographer. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): Medical Imaging domain knowledge is required, coupled with strong business orientation and a broad experience in managing Information Management, Information Technology related activities and medico legal risks. Knowledge of PACS/RIS Systems, solutions and applicable international standards (DICOM, IHE, HL7). Knowledge of CR and Digital imaging modalities and medical imaging workflow. Knowledge of other clinical digital systems. Knowledge of Vendor Neutral Archive systems. Excellent communication skills, in order to manage the change management process within the facility and to achieve full acceptance of the system after clinical go-live, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.

**DUTIES**: Manage the PACS/RIS and other clinical programme for the province in its central, regional and large district hospitals; this includes standardised design parameters, implementation, monitoring and evaluation. Document the workflow and current business processes applicable to the RIS and other clinical systems in designated healthcare facilities. Ensure integration of the RIS or other clinical system with the HIS system and coordinating of the implementation. Prepare the sites (including server rooms and technical infrastructure) and install the PACS/RIS and/or other clinical solutions at designated hospitals. Manage and support all technical aspects of PACS/RIS and the Vendor Neutral Archive. Manage and support all technical aspects of Clinical digital systems. Monitor the effective and efficient functioning of PACS/RIS within the Western Cape including the Vendor Neutral Archive. Monitor the effective and efficient functioning of Clinical digital systems within the Western Cape.

**ENQUIRIES**: Ms DJ Purdy Tel No: +27 (0) 823736049

**APPLICATIONS**: 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**: 13 March 2020
POST 07/224 : CLINICAL PROGRAMME COORDINATOR: GRADE 1 (CLINICAL NURSE TRAINING)
Overberg District

SALARY : R444 276 per annum (PN-A5)
CENTRE : Overberg District Office
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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with the professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration a Professional Nurse with the SANC in General Nursing. Inherent requirement of the Job: Valid (Code B/EB Manual) drivers licence and willingness to travel in the district or as required. Competencies (knowledge/skills): Practical experience in training and facilitation will be an advantage. Excellent interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (MS Word, Excel, PowerPoint). Ability to interpret and apply policies as well as analysis of Health System information. Knowledge of development and analysis of protocols and guidelines as well as Acts and procedures. Project management skills as well as good report writing skills and facilitation skills. Experience and ability to transfer knowledge and skill in a group as well as individually.

DUTIES : Coordinate and facilitate the development and implementation of orientation/induction programmes of nurses as well as facilitate the procurement of clinical learning opportunities for all nursing and professional allied health staff including formal/external training opportunities for professional staff. Manage and monitor the professional development and training functions within the District by overall integrated planning, coordination and facilitation of nurse training programs and related allied health professionals. Coordinate, present, monitor and facilitate the development and implementation or orientation/induction programmes as well as mentorship programmes. Support, facilitate, monitor and coordinate by effective training to community health workers and support to NGO sector with skills development and training.

ENQUIRIES : Ms P Robertson Tel No: (028) 214-5800
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. It will be expected of shortlisted candidates to do a practical test.
CLOSING DATE : 13 March 2020

POST 07/225 : CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (PRIMARY HEALTH CARE) (X3 POSTS)
Cape Winelands Health District

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
CENTRE : Dalvale Clinic (X1 Post)
Wellington CDC (X2 Posts)
Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1year
post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B) driver’s licence. Willingness to work after hours when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills (i.e. MS Word, Excel, Outlook).

**DUTIES**

(key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement health promotion and prevention activities. Link to the community structures and community based services. Collect data and submit reports. Provide PHC services to other facilities in Drakenstein Sub-district when needed.

**ENQUIRIES**

Ms J Bosch Tel No: (021) 877-6400

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 March 2020

**POST 07/226**

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)

Chief Directorate: Rural Health Services

**SALARY**

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

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatology Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetric and Neonatology Department.

**DUTIES**

Ensure quality patient care regarding the identification of Nursing care needs, the planning and implementation of nursing care plans and the education of Nursing personnel as a Professional Nurse in an Obstetric and Neonatology service. Render and supervise specialized clinical Nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES**

Ms J Ehlers Tel No: (044) 802-4356/7

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration
in a specific category with the relevant council (including individuals who must apply for change in registration status.

CLOSING DATE : 13 March 2020

POST 07/227 : PACS/RIS ADMINISTRATOR

SALARY : R376 596 per annum
CENTRE : Groote Schuur Hospital, Observatory

DUTIES : Control and participate in delivering optimal diagnostic imaging service. Manage and support all technical aspects of PACS/RIS. Monitor the effective and efficient functioning of PACS/RIS within the imaging department. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. An efficient and effective support service to the PACS/RIS Administrator, Provincial Radiographic PACS/RIS co-ordinator and other digital Radiographic departments within your geographical area with regards to PACS/RIS services.

ENQUIRIES : Ms N Behardien Peters/Mr S Moosa Tel. No: (021) 404-418
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.

POST 07/228 : ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN MANAGEMENT/REVENUE/PATIENT ADMIN/INFORMATION MANAGEMENT)

Cape Winelands Health District

SALARY : R376 596 per annum
CENTRE : Langeberg Sub district (Based at Robertson Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate relevant experience in Finance, Revenue, Patient Administration, Supply Chain, and Information management. Appropriate experience in budget and expenditure control, and supply chain management. Experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirements of the job: Practical workable knowledge of LOGIS, BAS and CLINICOM/PHCIS. Valid (Code B/EB) drivers’ licence. Willingness to work after hours when required. Competencies (knowledge/skills): Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and to recognise and respond to problematic matters and ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Good written and verbal communication skills.

DUTIES : Strategic and Operational Management of Finance and/ Supply chain management. Strategic and Operational Management of Revenue and Patient Administration. Strategic and Operational Management of the Case Manager Services. Strategic and Operational Management of Information Management. Management of Line functions and support to Medical Manager, Department heads and Primary Health services. Manage contracts administration related to hospitality services, estate management including gardening services, security, registries, staff accommodation.

ENQUIRIES : Dr EW Steinmann Tel No: (023) 626-8543
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 : 13 March 2020
POST 07/229: SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT
Saldanha Sub-district

SALARY: R316 791 per annum
CENTRE: West Coast District (Stationed at Vredenburg Hospital)
REQUIREMENTS: Minimum educational qualification: Appropriate three year National Diploma/Degree in Human Resources Management. Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD’s, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES: Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

ENQUIRIES: Mr RS Liedeman Tel No: (022) 487-9278
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: 13 March 2020

POST 07/230: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
Chief Directorate: Rural Health Services

SALARY: R316 791 per annum
CENTRE: George Regional Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the procurement of goods and services and warehouse management. Appropriate supervisory experience in a Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS Office). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES: Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on IPS. Accurate and timely preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all People Management related functions within the component.

ENQUIRIES: Ms S Janki Tel No: (044) 802-4365
APPLICATIONS : 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 : 13 March 2020

POST 07/231 : INDUSTRIAL TECHNICIAN GENERAL ENGINEERING
Directorate: Engineering and Technical Support

SALARY : R257 508 per annum

CENTRE : Clinical Engineering, based at Goodwood, Dental Unit

REQUIREMENTS : Minimum educational qualification: National Diploma for Technicians (T-or-S-Stream) (or equivalent) in Engineering or registration with the Engineering Council of South Africa (ECSA) as a professional Technician. Inherent requirements of the job: Valid Code (B/EB) drivers license and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Experience: Appropriate experience with repair, maintenance and installation of dental and related equipment medical equipment or demonstrate an aptitude for this type work. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication.

DUTIES : Completing task within time limits. Liaising with clients about information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, considering operational requirements and assist with training of staff and operators. Requesting of parts and service via Logis system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. To carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance.

ENQUIRIES : Mr A Moelich/Mr G Lee Tel No: (021) 590 5007 Tel No: (021) 590 5005

APPLICATIONS : 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 : 13 March 2020

POST 07/232 : ARTISAN PRODUCTION GRADE A TO C (PAINTING)
Directorate: Engineering and Technical Support Services

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

CENTRE : Bellville Mobile Workshop, Karl Bremer

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 requirement of the job: A valid driver’s license (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.


ENQUIRIES : Mr F Ebrahim Tel No: (021) 918-1570

APPLICATIONS : 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 : 13 March 2020

POST 07/233 : ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)

SALARY : R173 703 per annum
CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate asset management experience. Inherent requirement of the job: Valid code (B/EB) driver’s license. Competencies (knowledge/skills): Computer literacy (MS Office: Excel, Word and PowerPoint). Good Interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury, regulations and Policies.

DUTIES:
Partake in the annual asset count and adhoc inspections. Disposal of redundant, obsolete and unserviceable items in accordance with policies. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.

ENQUIRIES: Mr C Frank Tel No: (021) 404-3248
APPLICATIONS: 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: 13 March 2020

POST 07/234: STERILISATION OPERATOR SUPERVISOR (CSSD)
Chief Directorate: Metro Health Services

SALARY: R173 703 per annum
CENTRE: Helderberg Hospital

REQUIREMENTS:
Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7)). Experience: Appropriate experience and knowledge in CSSD or relevant field. Experience: Appropriate experience and knowledge in CSSD or relevant field. Inherent requirement of the job: Ability and Willingness to work shifts, including weekends and public holidays, as requested. Competencies (knowledge/skills): Good interpersonal, decision making and problem solving skills. Ability to manage subordinates and to work in a co-operative way within a team context. Ability to read, write and converse in at least two of the three official languages of the Western Cape.

DUTIES:
Effective supervise and manage CSSD staff, (i.e. responsible for planning duty rosters, daily tasks, annual leave, performance evaluation, in-service training and assist in discipline and grievance handling). Quality assurance by means of effective infection prevention, control and risk management, implement relevant policies, protocols and procedures and ensure maintenance of a clean, safe and hygienic environment at all times. Develop and implement basic standard operating procedures. Assist with planning, organising and monitoring of all activities within the CSSD.

ENQUIRIES: Ms A Theron Tel No: (021) 850-4705
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: 13 March 2020

POST 07/235: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Directorate: Supply Chain Management Sourcing

SALARY: R173 703 per annum
CENTRE: Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with extensive experience that focuses on the Key Performance Area’s (KRA’s) of post. Experience: Appropriate experience in a similar Secretariat role within public sector Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Excellent written and verbal communication skills, with focus on compilation of professional documents. Ability to proofread and fact-check complex documents. Ability to plan and schedule workload to enable working under pressure and meeting of deadlines. Ability to assimilate and interpret detailed information. Client orientation and customer focus, while remaining assertive. Computer literacy (Word, Excel and PowerPoint).
Integrity, reliability and discretion in handling confidential information. Knowledge of supply chain management legislation and related prescripts.

**DUTIES:**
Manage the appointment of DBAC/TC members throughout their tenure, ensuring that no appointments lapse without replacement members being identified and appointed. Control the quality, accuracy and completeness of compiled memoranda submitted for consideration by DBAC/TC. Ensure timely compilation and distribution of DBAC and TC meeting packs. Compile resolution documents for submission to the Chairperson and Delegated Official. Compile minutes of DBAC/TC meetings within 1 working day of meeting taking place. Relief of Personal Assistant to the Director: Supply Chain Sourcing during planned/unplanned absences.

**ENQUIRIES**
Ms S Roy Tel No: (021) 483-6093

**APPLICATIONS**
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**
13 March 2020

**POST 07/236:** LAUNDRY AID
Overberg District

**SALARY**
R102 534 per annum

**CENTRE**
Otto Du Plessis Hospital, Bredasdorp

**REQUIREMENTS**
Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to relieve in other departments. Valid (Code B/EB) driver’s licence. Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to sort and count linen. Knowledge of using washing machines/tumble dryers.

**DUTIES**
Collect/deliver either soiled/clean linen with a trolley from and to wards. Empty linen bags, sorting, counting and cleaning of area. Load/ off load linen bags on and off truck. Pack shelves in linen bank and packing of linen for dispatching. Render a support service to supervisor and act as relief driver for Linen Bank. Wash, dry and iron small quantities of linen, clothing and other textiles.

**ENQUIRIES**
Mr DW Brecht Tel No: (028) 424-2652

**APPLICATIONS**
The Overberg District: Private Bag X07, Caledon, 7230.

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

**CLOSING DATE**
13 March 2020

**POST 07/237:** GENERAL WORKER (STORES)
Chief Directorate: Rural Health Services

**SALARY**
R102 534 per annum

**CENTRE**
George Hospital

**REQUIREMENTS**
Minimum requirement: Basic literacy and numeracy skills. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**
Perform certain messenger duties between the stores and other departments within the hospital environment. Clean various stores and non-storage areas within the main stores. Ensure issue vouchers are returned to the relevant store clerk, signed by the receiving department, to capture and file. Assist store clerk with deliveries, pack, unpack, store and issue stock according to the standard procedures. Safe-keeping of consumables, inventory and stock control. Assist store clerk with stock-take, general duties and keep the store neat, tidy and clean in order to comply to safety regulations.

**ENQUIRIES**
Ms MD Erasmus Tel No. (044) 802-4560

**APPLICATIONS**
The 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**
13 March 2020

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POST 07/238  :  FOOD SERVICES AID  
Chief Directorate: Metro Health Services

SALARY  :  R102 534 per annum
CENTRE  :  Helderberg Hospital
REQUIREMENTS  :  Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be fit and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES  :  Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Follow and adhere to Health and Safety prescripts. Follow and maintain general hygiene and safety directives in the food service unit, including for the use of apparatus and equipment and washing of crockery, cutlery and cooking utensils – including reporting of broken apparatus and equipment. Assist with the informal in-service training of new employees.

ENQUIRIES  :  Ms S Mgumane Tel No: (021) 850-4726
APPLICATIONS  :  Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.
FOR ATTENTION  :  Mr A Joubert
NOTE  :  No payment of any kind is required when applying for this post.
CLOSING DATE  :  13 March 2020