PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 08 OF 2020
DATE ISSUED: 28 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 MILITARY VETERANS: Kindly note that the post of Deputy Director: Provincial Coordinator: Province: KwaZulu-Natal (Level 11), Post 7/14 Ref No: DMV01/02/2020 advertised in Public Service Vacancy Circular 07 dated 21 February 2020, The Centre should read KwaZulu-Natal. DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT: Kindly note that the post of Family Advocate; LP7 with Ref No: 2020/05/GP, advertised on Public Service Vacancy Circular 06 dated 14 February 2020. The Requirements of the post has
been amended as follows: An LLB Degree or recognized 4 year legal qualification; Admitted as an Advocate or qualified to be admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver’s license. The closing date has been extended to the 13 March 2020. We apologize for any inconvenience caused.

**MPUMALANGA: DEPARTMENT OF HEALTH:** Kindly take note that the post of Assistant Director: Administration (Patient Administration) at Ermelo Regional Hospital Gert Sibande District with Ref No. MPDOH/JAN/20/26 was advertised in the Public Service Vacancy Circular 04 dated 31 January 2020 has been withdrawn as a whole. And the post of Deputy Director: Entomology (Malaria Control Programme Mbombela: Ehlanzeni District) at Provincial Office Nelspruit with Ref No. MPDOH/JAN/20/16 was advertised in Public Service Vacancy Circular 04 dated 31 January 2020 should reflect “2 year Contract Appointment”. And the post of Legal Administration Officer with Ref No. MPDOH/JAN/20/41 which was advertised in the Public Service Vacancy Circular No. 04 dated 31 January 2020 has been replaced as follows: N.B. The closing date for these posts (only) has been extended to 3rd March 2020.

**EASTERN CAPE: DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE:** Kindly note that the following 5 posts were advertised in Public Service Vacancy Circular 07 dated 21 February 2020, The Requirements is not a National Diploma, the correct qualifications read as follows per post: (1) Assistant Director: Recreation Development: (Amathole District) with Ref No: DSRAC 01/02/2020; A relevant qualification is a Senior Certificate, B. Degree(NQF Level 7) in Sport Management or Human Movement Science.(2) Assistant Director: Museum & Heritage: (OR. Tambo District) with Ref No: DSRAC 02/02/2020; A relevant qualification is a Senior Certificate, B. Degree (NQF Level 7) in Social Science (Historical/ Heritage Studies). (3) Assistant Director: Language Services: (Head Office) with Ref No: DSRAC 03/02/2020; A relevant qualification requirement is a Senior Certificate, B. A Degree(NQF Level 7) with Sesotho and English/Afrikaans as major subjects; or a Degree/Diploma in Translation/ Interpreting Studies in seSesotho and English/Afrikaans. (4) Assistant Director: Human Resources Development (Head Office) with Ref No: DSRAC 04/02/2020; A relevant qualification is a Senior Certificate, B. Degree(NQF Level 7) in Human Resource Development/Training; Or Human Resource Management/Personnel. (5) Assistant Director: Compliance Management (Head Office) with Ref No: DSRAC 05/02/2020; A relevant qualification is a Senior Certificate, B. Degree(NQF Level 7) in the field of Supply Chain Management or Accounting or Commerce. The closing date remains the same not extended. Closing Date: 06 March 2020 @ 12H00.

**EASTERN CAPE: OFFICE OF THE PREMIER:** Kindly note that all the posts that were advertised in Public Service Vacancy Circular 07 dated 21 February 2020 for Office of The Premier: Eastern Cape a Senior Certificate is a requirement. The closing date remains the same not extended. Closing Date: 06 March 2020 For Attention: Nozuko Mafu Tel No: (040) 609 6432.
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## PROVINCIAL ADMINISTRATIONS

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ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

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

CLOSING DATE: 13 March 2020
FOR ATTENTION: Mr P. Moloto Tel No: (012) 319-7250 or Ms D. de Bruyn Tel No: (012) 319-7810.

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

OTHER POSTS

POST 08/01: SENIOR AGRICULTURAL SCIENTIST (SENIOR LECTURER) REF NO: 1/2020
Directorate: Grootfontein Agricultural Development Institute
The purpose of this post is to ensure the presentation of practical and theoretical classes/courses in the field of Agronomy to students and other role players in agriculture.

SALARY: R376 596 per annum
CENTRE: Grootfontein Agricultural Development Institute, Middelburg, Eastern Cape
REQUIREMENTS: Applicants must be in possession of an appropriate B (Honours) degree in Agriculture at NQF Level 8 majoring in Agronomy. Extensive relevant experience in lecturing knowledge of Agronomy with specific reference to crop production under irrigation, on farm production practise, Legislation and Regulations that govern Higher Education in SA, Curriculum design and Quality assurance. Good planning, liaison, sound communication (verbal and written) and interpersonal relations skills. Formal training and
presentation skills/facilitation skills and must have the ability to work independently. Computer literacy in MS Office and a Valid Driver’s License.

**DUTIES**

The incumbent will be responsible to oversee the development and implementation of the academic curriculum in the theory and practice of Agronomy including determination of the training needs of clients and industrial role players; identification of gaps in the curriculum and reviewing and developing appropriate interventions; peer reviewing of study material. The incumbent will also conduct/present classes including preparation of practical and theoretical lecturing material and study aids; presentation of lectures and tutorials; compilation of question papers and memorandums for assessments; invigilation during exams and tests; supporting students through an advisory and consultative role. Furthermore, the incumbent will present short courses/vocational training inclusive of liaison with stakeholders and clients; preparation of practical material and study aids; presentation of practical classes; practical assessment; provisioning of oversight, guidance, mentoring and assistance to students in the planning and management of student production units. Additionally, he/she will also perform duties such as conducting of applied research; provisioning extension support to the community and farmers; compile reports as required; provide inputs and proposals to functional policies; comply with the Public Service prescripts; give inputs for budget planning purposes.

**ENQUIRIES**

Mr. T. Cebani Tel No: (049) 802 6725

**NOTE**

In terms of the departmental employment equity target, priority will be given to African males and females.

**POST 08/02**

**SENIOR LECTURER (SCIENTIST) REF NO: 3/2020**

Directorate: Grootfontein Agricultural Development Institute

The purpose of this post is to ensure the presentation of practical and theoretical classes/courses in the field of Animal Science to students and other role players in agriculture.

**SALARY**

R376 596 per annum

**CENTRE**

Grootfontein Agricultural Development Institute, Middelburg, Eastern Cape

**REQUIREMENTS**

Applicants must be in possession of an appropriate B (Honours) degree in Agriculture as NQF Level 8 majoring in Animal Breeding/Genetics. Extensive relevant experience in lecturing. Knowledge of Animal Science with specific reference to wool sheep production, on farm production practice, Legislation and Regulations that govern Higher Education in SA, Curriculum design and Quality assurance. Good planning, liaison, sound communication (verbal and written) and interpersonal relations skills. Formal training and presentation skills/facilitation skills and must have the ability to work independently. Computer literacy in MS Office and a valid Driver’s License.

**DUTIES**

The incumbent will be responsible to oversee the development and implementation of the academic curriculum in Animal Science with specific reference to the theory and practice of animal breeding and genetics including determination of the training needs of clients and industrial role players; identification of gaps in the curriculum and reviewing and developing appropriate interventions; peer reviewing of study material. The incumbent will also conduct/present classes including preparation of practical and theoretical lecturing material and study aids; presentation of lectures and tutorials; compilation of question papers and memorandums for assessments; invigilation during exams and tests; supporting students through an advisory and consultative role. Furthermore, the incumbent will present short courses/vocational training inclusive of liaison with stakeholders and clients; preparation of practical material and study aids; presentation of practical classes; practical assessment; provisioning of oversight, guidance, mentoring and assistance to students in the planning and management of student production units. Additionally, he/she will also perform duties such as conducting of applied research; provisioning extension support to the community and farmers; compile reports as
required; provide inputs and proposals to functional policies; comply with the
Public Service prescripts; give inputs for budget planning purposes.

ENQUIRIES
: Mr T. Cebani Tel No: (049) 802 6725

NOTE
: In terms of the departmental employment equity target, priority will be given
to African males and females.

POST 08/03
: LIBRARIAN (SCIENTIST) REF NO: 4/2020
Directorate: Grootfontein Agricultural Development Institute

SALARY
: R257 508 per annum

CENTRE
: Grootfontein Agricultural Development Institute, Middelburg, Eastern Cape

REQUIREMENTS
: Applicants must be in possession of a relevant NQF level 6 qualification,
Bachelor’s Degree or a National Diploma with Information Studies/Sciences/Management and Library Services or Archives as major subjects. Experience related to an information management or systems operation environment. Computer literate, with a competency indicator for Microsoft Office.

DUTIES
: The successful incumbent will be responsible to: Provide effective library services and support to users and library clients. Orientate students, new officials and farmers in the use of the Library. Advise and orientate students on the writing of tutorials. Orientate and assist staff and students on the procedures for material and books on a loan basis. Assist and unlock Dewy classification, Common world Agricultural Burrow and modern catalogue practices. Update the LIPWIN system and contemporary software. Order new material through approved systems and processes. Manage the research library. Develop, update and market material sites and books to students, staff and library clients. Develop, implement and maintain sound record systems to manage library information. Liaise and link with other libraries and library services. Compile budget and manage cash flow in line with standard internal financial practices. Monthly reporting on circulation, budget, challenges and interventions to improve services. Perform functions associated with information management and library services.

ENQUIRIES
: Mr A. Elie Tel No: (049) 802 6633

NOTE
: In terms of the departmental employment equity target, priority will be given to African males and females.
DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE: 16 March 2020 at 16:00
APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein.
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 6 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POST

POST 08/04: SENIOR OHS OFFICER

SALARY: R316 791 per annum
CENTRE: Provincial Office: Free State

DUTIES: Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders. Provide administrative support to the Sub-Unit.

ENQUIRIES: Ms M Monyane Tel No: (051) 505 6298
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

ANNEXURE C

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

FOR ATTENTION: Human Resource Management

CLOSING DATE: 16 March 2020

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

MANAGEMENT ECHELON

POST 08/05: CHIEF DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO01/2020

SALARY: R1 251 183 per annum (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual’s personal needs.

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s Degree in Logistics Management/Supply Chain Management (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at senior management level. Knowledge of demand management, procurement and business practices. Knowledge of acquisition and contract management services. Ability to establish and manage acquisition and contract management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES: Ensure an effective and efficient acquisition management in compliance with SCM prescripts. Facilitate an effective and efficient Demand Management framework. Ensure an improved contract management and compliance with reporting requirements. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting).
ENQUIRIES: Ms P Diphaha Tel No: (012) 3999602

POST 08/06: DIRECTOR: ASSET MANAGEMENT REF NO: CFO02/2020

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

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s Degree in Financial Accounting (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of assets management, procurement and business practices. Ability to establish and manage logistic management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES: Manage and maintain the departmental assets register in line with the PFMA requirements. Manage the reconciliation of assets in line with PFMA requirements. Manage and ensure Quarterly spot check and annual verifications. Manage disposal Management, losses and damages of the departmental assets. Improve compliance with SCM reporting requirements (Internal and external reporting).

ENQUIRIES: Ms P Diphaha Tel No: (012) 3999602

POST 08/07: DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: CFO03/2020

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

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s Degree in Logistics or Supply Chain Management (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of Acquisition and Contract management, procurement and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES: Manage the implementation of acquisition management services. Advertise bids in an appropriate, fair, equitable, transparent, competitive and cost effective procurement process. Facilitate the establishment of Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Ensure an improved contract management and compliance with reporting requirements. Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting).

ENQUIRIES: Ms P Diphaha Tel No: (012) 3999602
POST 08/08 : DIRECTOR: FINANCIAL MANAGEMENT REF NO: CFO04/2020

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

CENTRE : Pretoria

REQUIREMENTS : Bachelor’s Degree in Financial Management (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES : Manage annual/interim financial statements of the Department. Manage audit findings and other requests for accounting and reporting. Facilitate and ensure compliance with relevant financial management prescripts, laws and regulatory requirements. Ensure financial control requirements. Ensure the implementation of measures for improving audit outcomes. Manage the administration of payments.

ENQUIRIES : Ms P Diphaha Tel No: (012) 3999602

POST 08/09 : DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CFO05/2020

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

CENTRE : Pretoria

REQUIREMENTS : Bachelor’s Degree in Financial Management (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES : Manage accounting and reporting in compliance to PFMA requirements. Manage the development and maintenance of accounting and reporting policies, strategies and procedures. Ensure facilitation of Public Entities reporting requirements. Manage department’s budget administration and reporting process in line with PFMA, Treasury Regulations and National Treasury guidelines.

ENQUIRIES : Ms P Diphaha Tel No: (012) 3999602

POST 08/10 : DIRECTOR: LABOUR RELATIONS REF NO: CMS01/2020

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

**CENTRE**: Pretoria

**REQUIREMENTS**

- Bachelor’s Degree/Advanced Diploma in Labour Relations or equivalent relevant qualification (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Understanding of relevant Legislation and regulatory framework. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

**DUTIES**

- Manage the development and maintenance of Labour Relations strategies and policies. Oversee the implementation of grievances and misconduct processes. Manage Labour Disputes and provide support in litigation cases. Manage and coordinate collective bargaining processes (e.g. DBC and other activities).

**ENQUIRIES**

Ms P Diphaha
Tel No: (012) 399 9602

**OTHER POSTS**

**POST 08/11**

- CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS REF NO: CCAQ16/2019

**SALARY**

- R495 219 per annum

**CENTRE**

- Pretoria

**REQUIREMENTS**

- A four (4) year Bachelor’s degree in Environmental/Natural Science/Chemical Engineering or equivalent related qualification plus six (6) years post qualification relevant experience. Experience in AFOLU planning and modelling. Knowledge of Climate Change and other environmental issues affecting the AFOLU sector especially carbon sinks/stocks and fluxes; Climate Change Mitigations Measures for South Africa’s Agriculture, Forestry and Other Land Use-related greenhouse gas emission profile and the mitigation potential. Knowledge and understanding of South Africa’s Agriculture, Forestry and Other Land Use-related climate change adaptation profile and potential. Ability to develop and apply policies. Stakeholder engagement; Research skills; Programme and Project Management and Financial Management skills. Ability to work under extreme pressure.

**DUTIES**

- Facilitate and coordinate data collection to facilitate the development models, scenarios in order to inform climate change mitigation responses in the AFOLU sector. Contribute to the formulation of research questions and developing study assumptions on AFOLU modelling and analysis in line with strategic sector policy direction and maintain an inventory of AFOLU-based mitigation measures and their associated mitigation attributes on a periodic basis. Facilitate the development and implementation of analytical tools, such as models, to be used for the analysis of GHG mitigation and enhancement of carbon sinks in the AFOLU sector. Provide support to the climate change mitigation policy of development of AFOLU.

**ENQUIRIES**

Ms O Chauke
Tel No: (012) 399 9161

**POST 08/12**

- SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: EP18/2019

**SALARY**

- R316 791 per annum

**CENTRE**

- Northern Cape Region (based in Kimberley)

**REQUIREMENTS**

- 3 year National Diploma in Occupational Health and Safety/Environmental /Risk/Quality Management or equivalent qualification; 2 – 3 years’ experience in relevant field with extensive experience in project or programme safety planning, implementation and compliance assessments;
Registration with SACPCMP will be of an advantage. Experience in the ISO 45001 (previously OHSAS 18001) and ISO 14001 will be of an advantage; Good communication and report writing skills; Computer literacy; People, change management and empowerment skills; Knowledge of all applicable legislation (e.g. Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA, Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver’s license and willingness to travel and work long hours with limited supervision.

**DUTIES**

The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection and audits within a legislative framework; Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID; Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations, Identify occupational health and safety interventions to address compliance shortcomings, Analyses quarterly self-assessment reports and recommend required intervention; Promote health and safety through competency checks, health and safety programmes and training; rform ad hoc duties as instructed by the relevant supervisor.

**ENQUIRIES**

Mr M Talip Tel No: (021) 441 2769
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 13 March 2020 at 12h00 noon. No late applications will be considered. No email or faxed applications. No late applications will be considered.

NOTE : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: All copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. 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 candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 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. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The GPAA reserves the right to utilize practical exercises/tests/competency assessments 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 GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 08/13 : PROVINCIAL MANAGER (BRANCH MANAGER) REF NO: MNG-PROV/EGLS/2020/02-1P
Client Services

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Pretoria
requirements: A Recognized three-year Bachelor's Degree or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years’ experience in a managerial role. Exposure in stakeholder management within the public service sector/Employee Benefits/Medical Aid environments may receive preference. A valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application); Proficiency in English is a requirement and the ability to speak any of the other official languages in the province would be an added advantage; Geographical knowledge of the province for which application is made will be an advantage; Excellent customer relations experience; The applications of individuals currently residing in Gauteng may receive preference. Knowledge of GEPF Services and Products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province (Region) applying for. Knowledge of two indigenous languages spoken in the Region. Good problem solving skills. Good communication skills both written and verbal. Good organizational skills. Supervisory/management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

DUTIES: The main purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the province. The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the provincial office. Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices; Provide inputs and advice on policy development and ensure the effective implementation thereof; Review and ensure effective workflow and capacity planning; Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution; Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers; Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives; Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates; Develop and implement quality assurance and data quality strategies and actions; Ensure the effective and uniform implementation of Standard Operating Procedures; Submit all statistics, reports and replies timely and accurately; Inform the Senior Manager about work progress, problems and corrective measures applied; Manage the delays on the payment process; Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the Provincial office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements; proactively develop and implement a risk management plan and report on all risk according to required format; Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office; Promote a corruption free environment and report any breaches; Ensure office based auditing of procedures and proper controls; Monitor and control compliance to audit findings; Keep the risk register at the CRM middle management forum updated; Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the Province. Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives; Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives; Ensure that various stakeholders’ enquiries or complaints are directed to relevant officials for resolution; Ensure, coordinate, support and track the
resolution of various stakeholder/clients enquiries or complaints; Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within provincial office. Act as a change champion for transformation and communicate, motivate and drive change initiatives within the office; Recommend and implement performance improvement initiatives; Manage successful implementation of system and process enhancements, updates and amendments within the office; Provide administrative support at outreach initiatives; Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the section. Compile comprehensive operational plans, quarterly and annual reports; Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended; Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery; Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section Management. Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure; Identify training and development needs, implementing plans to address requirements as appropriate; Manage discipline and absenteeism in accordance with organizational codes and procedures; Facilitate communication through appropriate structures and systems; Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained; Participate in management forums within GPAA, contributing expertise to enable sound decision making; Provide detailed, accurate information for internal and external audit purposes and action audit issues identified; Implement controls within the section which minimize potential risk to stakeholders; Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES : Ms Mapulae Mahlangu Tel No: (012) 399 2639
APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001.
FOR ATTENTION : Ms Mapule Mahlangu – Recruitment
NOTE : One position of Manager: Provincial Office (Branch Manager) is currently available at the Government Pensions Administration Agency: Gauteng Region.

POST 08/14 : OFFICE MANAGER: LIMPOPO REGIONAL OFFICE REF NO: OM/LIMPOPO/2020/02-1P
 Client Services

SALARY : R376 596 per annum (basic salary)
CENTRE : Polokwane
REQUIREMENTS : A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of four (4) years’ experience in Client Relations management environment which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Proficiency in English and the ability to speak any of the other official languages spoken in the province where applying. Good analytical skills. Good customer relations. Problem solving skills. Communications skills – verbal and written with the ability to communicate at all levels. Presentation skills. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. The applications of individuals currently residing in Limpopo may receive preference.

DUTIES : The purpose of the job is to coordinate the administration of the client's services at provincial/branch office, which includes the following but not...
limited to: Supervise effective operations management within the office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of Batho Pele Principles within the provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implement a risk management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section: Recommend internal procedures and processes, which will improve effective and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision-making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant stakeholders/clients to support service delivery: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objective. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients enquiries and complaints. Coordinate administrative support at outreach initiatives. Manage and development of staff: Manage the performance of the unit, which involves coaching, mentoring, and take corrective action (including disciplinary action) where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. (Keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate’s overall work plan.

ENQUIRIES: Ms Felicia Mahlaba on Tel No: (012) 319 1455
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001.
FOR ATTENTION: Ms Felicia Mahlaba – Recruitment
NOTE: One permanent position of Office Manager is currently available at the Government Pensions Administration Agency: Client Services Section - Limpopo Region based in Polokwane.
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
13 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 job; 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 POSTS

POST 08/15
PRINTING WORK PLANNER REF NO: GPW 20/08 (X3 POSTS)

SALARY
R316 791 per annum (Level 08)

CENTRE
Pretoria

REQUIREMENTS
Appropriate 3-year degree/diploma or equivalent qualification NQF Level 6 qualification in Costing/Estimation field / Operation Management, 2-3 years' applicable experience of which 1 – 2 years’ must be in estimation OR a Senior Certificate (or equivalent qualification plus an Estimation Certificate (duration 2 -12 months) plus 5-7 years’ applicable experience in project or printing estimation, Basic financial management skills, Client orientated and customer focused, Planning organising and basic administrative skills, Computer literacy, Good interpersonal and communication skills, Attention to detail.

DUTIES
Calculate/estimate the costs of a product from receiving an order to design printing, finishing and distribution, Receive and record all requests for quotations, Check the accuracy and viability of the product specification, Prepare customer quotations, Send the quotations to customers, Provide customer service (internal and external customers), Assess the cost
effectiveness of products or services, tracking actual costs relative to product. Ensure quality control and reduction of wastage.

ENQUIRIES : Mr V Ngobeni Tel No: (012) 748-6390

POST 08/16 : WORK PLANNER (OUTSOURCED PRINTING) REF NO: GPW20/07

SALARY : R257 508 per annum (Level 07)
CENTER : Pretoria
REQUIREMENTS : A 3 year degree/diploma in Supply Chain Management/Financial Management or equivalent qualification (NQF Level 6) plus 1-2 years relevant experience in order administration and client liaison OR Grade 12 or equivalent qualification plus 4-5 years relevant experience in order administration and client liaison, Good communication and customer relation skills, Good Computer literacy skills, Knowledge of printing or related processes will be an added advantage.

DUTIES : The successful candidate will be responsible for processing of outsourcing print work to external vendors, Liaise with customers regarding printing specifications and artwork, Preparing “Request for Quotations” from either contracted printers or from a list of vendors on the supplier database, Correctly process customer purchase order in accordance with standing instructions, Prepare order submissions for approval, Follow-up on the progress of outsourced orders.

ENQUIRIES : Ms N Ebrahim Tel No: (012) 748-6258

POST 08/17 : SWITCHBOARD OPERATOR/RECEPTIONIST REF NO: GPW20/09

SALARY : R145 281 per annum (Level 04)
CENTER : Pretoria
REQUIREMENTS : Grade 12 or equivalent, Plus 1 year front desk or related experience, Knowledge of administrative and clerical procedures, Familiar with switchboard system/s, Computer literacy and relevant office software packages, Excellent verbal communication skills, Knowledge of customer service principles and practices, Attention to detail, Sound telephone etiquette.

DUTIES : Attend to visitors and clients & answer their queries, Operate the switchboard by answering incoming calls and ensuring that customers are referred promptly and correctly , Take messages and administer the correct distribution thereof, Effectively maintain telephone register, Organise and maintain electronic and paper files, Receive, sort and distribute incoming correspondence, Provide information to assist clients or refer them to appropriate contacts, Ensure that reception area is clean and presentable to visitors.

ENQUIRIES : Ms. Q Masilela Tel No: (012) 748 6202

POST 08/18 : CLEANER REF NO: GPW20/10

SALARY : R102 534 per annum (Level 02)
CENTER : Mmabatho Stationery Office
REQUIREMENTS : Grade 10 or equivalent qualification (NQF Level 2) plus appropriate experience in cleaning environment, Good interpersonal skills, Knowledge on usage of cleaning material and equipment will be an added advantage.

DUTIES : Responsible for general cleaning duties such as: Cleaning offices, kitchens, entrances, passages and restrooms, Washing the windows, Performing any task of routine nature as maybe directed by the supervisor.

ENQUIRIES : Mr P Pholose, Tel No: (018) 381-1296
OTHER POSTS

POST 08/19

ADMINISTRATION CLERK: EMIS REF NO: CCTVET 03/01/2020

SALARY
R173 703 – R204 612 per annum (Level 05)

CENTRE
Central Office

REQUIREMENTS
M+3 year degree or diploma with Information Processing or Information systems. Good Communication, planning, organizing and Interpersonal skills. Ability to function without supervision. Work under pressure. Ability to operate Electronic Document Management Systems. Experience of data capturing. Computer Literacy (knowledge of MS packages. A valid driver’s license will be an added advantage.

DUTIES
Provide system administrative support services. Capture and update data on the College Business Information system. Generate and update datasets. Validate student data. Prepare, retrieve and submit data reports. Setup and maintain student administration database. Create user accounts on the College Business Information system.

ENQUIRIES
Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800

APPLICATIONS
Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office.

NOTE
Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE
13 March 2020, applications received after the closing date or faxed applications will not be considered.

POST 08/20

SECRETARY (CAMPUS MANAGER AND DEPUTY PRINCIPAL: FINANCIAL MANAGEMENT SERVICE) (X2 POSTS)

SALARY
R173 703 - R204 612 per annum (Level 05)

CENTRE
Polokwane Campus and Central Office
Polokwane Campus Ref No: CCTVET 04/01/2020
Central Office Ref No: CCTVET 05/01/2020

REQUIREMENTS
M+3 years Degree or National Diploma in Office Administration and/or Management Assistant/Financial Management or equivalent qualification. At least one year relevant working experience. Computer literacy. Good communication and interpersonal skills. Ability to perform accurately and methodically under pressure.

DUTIES
Not limited to provide a secretarial/receptionist support service to the manager. Provide a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work environment to ensure effective and efficient support to the manager. Maintain the record keeping.

ENQUIRIES
Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
APPLICATIONS: Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office.

NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College/department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE: 13 March 2020, applications received after the closing date or faxed applications will not be considered.

POST 08/21: ADMINISTRATION CLERK (BURSARIES) REF NO: CCTVET 06/01/2020

SALARY: R173 703 - R204 612 per annum (Level 05)
CENTRE: Ramokgopa Campus
REQUIREMENTS: M+ 3 years Degree or Diploma in Management Assistant/Public Management/Business Management/Office Administration equivalent qualification. 1 year experience working in bursary administration processes (NSFAS centralized administration system will be an added). Computer literacy. Good communication and interpersonal skills. Ability to perform accurately and methodically under pressure.
DUTIES: Not limited to Conduct advocacy during bursary administration processes, Collect and screen bursary and allowance application forms, Verify college registration data and declaration templates of bursary beneficiaries as per the set targets, Arrange and verify monthly campus attendance registers, Continuous handling of student queries, Verify academic performance, withdrawals and dropouts reports of bursary on Coltech system, Conduct physical verification of residential addresses.
ENQUIRIES: Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
APPLICATIONS: Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office.

POST 08/22: SUPERVISOR: CLEANING SERVICE REF NO: CJC/20/13 (Permanent Appointment)

SALARY: R145 281 – R171 138 per annum
CENTRE: Ellis Park Campus
REQUIREMENTS: ABET level 4/Standard 8/Grade 10. 1-2 years’ experience in cleaning service environment. Knowledge of facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene. Knowledge of storage requirements. Further requirements are reading,
operating equipment, communication, people management, office management and administration, analytic, problem solving, computer literate, planning, organizing, and disciplinary rules.

**DUTIES**

Oversee cleaning service of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment. Make requisition and issue cleaning materials. Supervise cleaners and ensure of the following: Perform administrative and related functions; Provide guidance and advise to cleaners; Develop and update the cleaning roster.

**ENQUIRIES**

should be directed to Mr. Ben Khakhu at Tel No: (010) 045 6002

**APPLICATIONS**

All applications are to be sent via Post Office to: Ms Alta De Aveiro at Central Johannesburg TVET College; Private Bag, 70500, Houghton, 2014.

**NOTE**

Applications should be submitted on duly completed and signed Z83 form obtainable from any Public Service Department, stating the relevant reference number, a recently updated CV, as well as certified copies of all qualifications, not older than 3 months, including academic records/transcripts, ID document). Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed or hand delivered applications will be considered. All applications are to be sent via Post Office to: Ms Alta De Aveiro at Central Johannesburg TVET College; Private Bag, 70500, Houghton, 2014. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. If you have not heard from the college within 3 months after the closing date, please accept that your application has not been successful. All shortlisted candidates will be subjected to qualification and citizen verification, criminal records and financial/credit checks. The Central Johannesburg TVET College is an equal opportunity employer.

**CLOSING DATE**

13 March 2020
DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS: The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.

FOR ATTENTION: Ms N Nortman, Tel No: (012) 444 9113

CLOSING DATE: 13 March 2020

NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of original qualification certificates and your ID/Passport. All copies must be certified within the past 6 months. Please ensure that the Z83 form is signed. It should be noted that certified copies of certified copies will not be accepted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No certified copies of certified copies (of documents) will be accepted. Only original certified copies of documents will be accepted. Failure to submit the required, originally certified documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

POST 08/23: OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF OPERATIONS OFFICER REF NO: DOHS/01/2020
Branch: Chief Operations Officer

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

CENTRE: Pretoria

REQUIREMENTS: Potential candidates for the position must be in possession of a 3 (three) year tertiary qualification plus a minimum of 3 years proven relevant experience. Knowledge and understanding of PFMA, administration principles and Batho Pele principles. The applicant should be computer literate (MS Word, Ms Excel, MS PowerPoint, Email and Internet) and also have advanced typing skills, good interpersonal relations skills, good telephone etiquettes, analytic skills, planning and organising skills, basic project management skills, communication skills (both written and verbal), event organization, experience and knowledge of government budgeting processes (Financial Management skills) as well as networking skills. Personal attributes relevant to this position includes innovation and creativity, as well as ability to work under pressure.
**DUTIES**: Provide an administrative support to the DDG and ensure effective and efficient operations of the Branch Chief Operations Officer; Ensure proper and cost-effective management of the resources of the Branch; Develop and maintain an effective documents flow system; Provide admin support in relation to the Performance Reports and collation of the Portfolio of Evidence; Establish and maintain appropriate internal controls and reporting systems; Timely alert the Deputy Director-General of any emerging factors that could negatively affect service delivery outcomes; Collate responses for parliamentary questions and submit to parliamentary officer.

**ENQUIRIES**

**NOTE**: Male candidates and people with disabilities are encouraged to apply.

- Mr J Sebola Tel No: (012) 444 9114
APPLICATIONS

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

OTHER POSTS

POST 08/24

DEPUTY DIRECTOR: SCM OPERATIONS REF NO: S031/2020
Division: Corporate Services Division (CS)
Purpose: Manage the SCM operations for an improved requisitions implementation process in the streamlining of all SCM project initiatives in alignment of applicable policies and procedures.

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum National Diploma/Degree in Logistics/Supply Chain Management, A minimum 4 years’ experience obtained in a Supply Chain Management environment Knowledge and experience of an operational procurement system/s, Knowledge of the broader government frameworks on SCM.
DUTIES: Initiate the implementation of the Supply Chain Management strategy. Monitor and review logistical and requisition management, Process requisitions for goods and services, Source quotes from suppliers to accelerate due process, Verify accuracy of quotes invited and register on IFMS for extracting of managerial reports and institute corrective actions, Approve requisitions and orders to ensure timeous procurement of goods and services. Profile systems to manage data, transaction costs in compliance with regulatory requirements, Verify captured SCM transactions to obtain comprehensive data to assist with analyses and reporting. Implement governance processes to enhance the correct application of policies and procedures, maintain checklists and registers for verification purposes in compliance of policy and procedures, address SCM abuse, complaints, enquiries and appeals investigations by implementing counter mechanism Goods, Receipts and Distribution: Execute oversight over the warehouse management system pertaining issuing of stock and controls. Develop warehouse management checklists templates and commitment registers. Develop and implement a warehouse strategy to improve service delivery of goods Inventory and Stocktaking: Conduct inventory segmentation to determine shortfalls. Record available and redundant resources and escalate for corrective measures. Develop and maintain control sheets, stock take reports, certificates, checklists and templates to
ensure uniform processes Stakeholder Engagement: Utilise the Financial Management Reporting framework for process alignment. Provide progress on transaction costs analyses on goods and services. Engage stakeholders on costs effective alternative of procurement requests for goods and services. Assess and evaluate the impact of the commitment register and advice proposed amendments.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.PF@treasury.gov.za
CLOSING DATE : 16 March 2020 at 12:00 pm.

POST 08/25 : MFMA ADVISOR REF NO: S029/2020
Division: Office of the Accountant General (OAG)
Purpose: Assist with coordinating, support and monitor of the implementation of the Municipal Finance Management Act (MFMA).

SALARY : R376 596 per annum (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Degree/National Diploma in Public Finance/Management/Public Management/Economics. A qualification in Statistics or related will be an added advantage. A minimum of 3 years' experience in public administration pertaining to financial management. Knowledge of local or provincial government structural set-up. Knowledge and understanding of the MFMA and other local government legislation.

DUTIES : Some key outputs include: Policy Support: Assist with the development of policies to give effect to the implementation of the MFMA MFMA Implementation: Assist with the progressive and effective implementation of the MFMA in all municipalities and municipal entities Research into best practices for LG Finance and related matters Input for the drafting of new regulations Promote improvements in financial management in municipalities and municipal entities Prepare and gather subject material necessary for the drafting and preparation of circulars relevant to financial management in LG Develop relevant guidelines w.r.t. financial management for practical application by all municipalities and municipal entities Prepare information for publication in government gazettes Collecting in-year municipal reports and the analysis thereof Implement and manage projects relating to the MFMA Prepare responses for the MFMA Helpdesk and handling correspondence and inquiries from all stakeholders regard municipal finance Monitoring and Reporting: Use reporting databases to assist with information management Compile reports analysing and reflecting trends in information contained in MFMA returns and compliance checklists Support and Capacity Building: Assist in building capacity in financial management in cooperation with other role players Assist with training to provincial treasuries and municipalities Develop material to assist with the internal development and capacity building of MFMA Unit staff and that of other directorates with NT Attend to capacity review visits to provincial treasuries and delegated municipalities Coordination: Attend and interact at Quarterly MFMA Coordinators Meetings

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.OAG@treasury.gov.za
CLOSING DATE : 16 March 2020 at 12:00 pm
ASSISTANT DIRECTOR: GOVERNANCE, MONITORING AND COMPLIANCE REF NO: S016/2020

Division: Office of the Chief Procurement Officer (OCPO)

SALARY

R376 596 per annum (excluding benefits)

CENTRE

Pretoria

REQUIREMENTS

A minimum National Diploma/Degree in Commerce/Supply Chain Management A Degree/Diploma in Economics/Business Economics/ Supply Chain Management related fields as recognised by SAQA A minimum 3 years' experience in supply chain management Knowledge and experience of governance processes pertaining to procurement Strategy and Policy Management Knowledge and experience of the broader public service SCM framework Knowledge of government procurement policy analysis and implementation.

DUTIES

Some key outputs include: Strategy and Policy Management: Assist in the design and development of a national strategy and implementation plan for SCM Governance, Monitoring and Compliance framework Assist with reviewing of policies as follows: engage stakeholders on submissions of SCM reports, criteria and schedules; assist with information in support of enforcement agencies strategies; assist with the SCM Restricted Suppliers List; and assist with provision of SCM case info update databases Provide input into the development of SCM policy, norms, standards, frameworks and guidelines Stakeholder Engagement: Engage stakeholders in the establishment of governance, monitoring and compliance strategies for improved SCM collaboration Assist with the adherence of stakeholders on compliance to SCM policies, procedures and regulations Assist with awareness sessions on SCM compliance of legislative documents with stakeholders Monitoring and Evaluation: Assist with the report on Government Agencies and proposed enforcement processes Assist with the report on Government Agencies and proposed enforcement processes Assist with the management of the SCM Restricted Suppliers List in line with said guidelines Assist with the development of a monitoring and evaluation system on the performance of the SCM framework Knowledge and Information Management: Assist with research initiatives on current trends, and good practices on the management of SCM Assist with the recommendation of solutions for SCM governance processes Assist with the updating of the SCM governance, monitoring and compliance of the Knowledge and Information Management platform.

ENQUIRIES

Human Resources on Tel No: (012) 315 5100

APPLICATIONS

may be sent via e-mail to Recruit.ALM@treasury.gov.za

CLOSING DATE

16 March 2020 at 12:00 pm
ANNEXURE I

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

CLOSING DATE  :  13 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.
Correspondence 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.

OTHER POSTS

POST 08/27  :  PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2020/075
Directorate: Tenure Reform Implementation
Re-advertisement, applicants who applied previously must reapply
SALARY  :  R470 040 per annum (Level 10)
CENTRE  :  Western Cape (Cranwilliam)
REQUIREMENTS  :  National Diploma or Bachelor Degree in Humanities/Social Science. 3 - 5
years’ relevant working experience in Land Reform Environment. Job
related knowledge: Land reform prescript and policies (Extension of Security
of Tenure Act (ESTA), Land Tenure Act (LTA), and Interim Protection of
Informal Land Rights Act) Community dynamics, Interpretation of statuses,
Departmental filing procedure. Job related skills: Presentation, Facilitation,
Communication, Project Management, People Management, Analytical,
An initiate–self driven individual with the willingness to travel and work
irregular hours.
DUTIES  :  Facilitate the implementation of Extension of Security of Tenure Programme.
Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry,
Department of Nature Conservation and Game Farmers, Conventional
Farmers/Farm owners, Department of Labour, Farm Dwellers and Local
Municipalities on ESTA/LTA. Draw up a database for monitoring and
evaluation of intervention process of all cases. Conduct training workshops
for staff and other role players in the land reform. Assist staff in District
Offices to incorporate changes in Land Reform Policy and procedures into
their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Monitor and facilitate the implementation of Labour Tenants Programme. Address the LTA claims that have been lodged. Categories LTA Cases according to claimant’s settlements choices as required. Respond to all enquiries on LTA accordingly.

**ENQUIRIES**

Mr M Mafanya Tel No: (021) 409 0580

**APPLICATIONS**

Applications can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.

**NOTE**

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

**POST 08/28**

CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2020/076

Directorate: Programme Performance Monitoring

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr M Ntuthuka Tel No: (012) 312 9609

**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**

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

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 Meintjes Street, Sunnyside, Pretoria.

CLOSING DATE : 13 March 2020 at 16h00. Applications received after the closing date will not be considered.

NOTE : 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 indicating three contactable reference persons with the following information: name and contact numbers and/or email addresses, an indication of the capacity in which the reference is known to the candidate with certified copies of qualifications (certified in the past 6 months) and an ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Note: Failure to submit these copies will result in the application not being considered. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records check, qualification verification, reference checks and applicants could be required to provide consent for access to their social media accounts. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). 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 successful candidate will be expected to enter into a performance agreement with the Department of Small Business Development within 3 months of appointment, as well as completing a financial interest declaration from within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POSTS

POST 08/29 : SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: LEGAL SERV 25/20 (12 Months Contract)

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

CENTRE : Pretoria

REQUIREMENTS : An LLB degree coupled with a minimum of 8 years’ appropriate post qualification legal experience of which at least 3 years is in Legal Research and Drafting environment. Knowledge of Civil Litigation, Court Rules, Criminal Procedure and practice. Registration as an admitted attorney or an advocate of the bar council will be an added advantage. Knowledge of the legislative process with the ability to analyse policy and conduct research. Advanced communication skills (written, verbal & presentation), analytical skills, negotiating and influencing skills required.

DUTIES : Coordinate and manage the legislative drafting programme of the Department. Advise the Minister, Director-General, Senior Management and Staff on Legislative Review. Provide a project plan for legislative review. Manage the legislative review project in line with cabinet processes. Manage the printing of legislative changes in the government gazette. Draft and develop the yearly legislative program. Conduct legal and factual research which includes but is not limited to: Consult with relevant subject matter experts to obtain clarification where required. Provide methods and
procedures of research in legal matters such as the regulations, different approaches to analysis, source gathering and the knowledge on how to adapt the research methodology to a specific case to obtain the required information. Identify research and manage the development of methodologies and procedures for legislative drafting. Check ancillary legislation and internet browsing of legislation from other jurisdictions. Scrutinize information/instructions and draft proposed bills, regulations, rules and other regulatory measures. This includes but is not limited to:

Clarify issues of legal significance, such as transitional measures, retrospective actions, etc. with designated offices. Compile a draft in simple and clear language. Provide support in improving drafting, office practice and procedures. Draft executive council papers with regards to proposed legislation and the amendment and repeal of existing legislation. Draft legislation of new regulatory policy and amendments to policy. Liaise with stakeholders, attend public hearings and readings of bill in parliament, Build stakeholder relationships and Facilitate consultation with appropriate stakeholders with regard to proposals for new legislation and repeal of existing legislation. Liaise with other directorates within DSBD responsible for policy formulation and regulatory reviews to provide inputs, establish clear and measurable policy objectives and discuss policy alternatives. Present policy positions and changes to legislation. Communicate with all relevant stakeholders including regulatory agencies and state law advisors in respect of policy and legislative changes. Prepare submissions and documentation for bills to parliament and other forums. Render technical assistance regarding formulation of policy. Attend to and/or responding to queries related to any piece of legislation.

ENQUIRIES: The Recruitment Office Tel No: (012) 394 1440 / 012 394 3097

POST 08/30: Logistics Officer REF NO: SCM 26/20
(12 Months Contract)

SALARY: R257 508 per annum plus 37% in lieu of benefits per annum
CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year tertiary qualification in Supply Chain/Logistics Management/Finance (NQF 6). A minimum of 3 years’ relevant clerical experience in Fleet/Logistics Management. Computer Literate (MS Office packages) coupled with a Confidential Security Clearance, and a Drivers Licence will be an added advantage. Planning, organising, with the ability to work in a team combined with good communication and reporting skills are required.

DUTIES: Implement tools of trade and Fleet Management policies and procedures. Provide inputs into the development and review of tools of trade and fleet management policies and procedures. Advise on the implementation of tools of trade and fleet management policies and procedures. Raise awareness on tools of trade and fleet management policies and procedures via workshops and information circulars. Monitor compliance to tools of trade and fleet management policies and prescripts. Provide Fleet Management Services. Manage the utilisation of pool cars. Conduct pre-trip and post trip inspections. Reconcile kilometres on the cars against the log book. Maintain fleet management records. Coordinate maintenance and leasing of cars. Provide Tools of trade Management Services. Manage cellular phones contracts, 3Gs and sim cards. Maintain asset management records. Track and follow-up on payments. Communicate with stakeholders, clients, management, service providers and colleagues. Address queries and draft general correspondence such as response letters, emails, status reports, submissions and memorandums. Give advice on procedural and technical related matters in respect of asset and fleet related matters and communicate via formal presentation.

ENQUIRIES: The Recruitment Office Tel No: (012) 394 3097/012 394 5286
ANNEXURE K

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

13 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 08/31

DIRECTOR: NATIONAL INDUSTRIAL PARTICIPATION REF NO: IDD/NAT IND PAR 003

Overview: To lead and manage policies and programmes for the Industrial Participation sectors as part of the customised sector programme for Industrial participation

SALARY

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

CENTRE

Pretoria

REQUIREMENTS

An undergraduate qualification (NQF Level 7) in Economics/Commerce. 5 years’ relevant experience at a middle/senior managerial level in Sustainable Development or Engineering environment. Key Requirements: Experience in strategy, policy development and implementation. Experience in project management, financial management, people management, supply chain investigations, monitoring and evaluation, stakeholder management, research and analysis. Experience in research and analysis. Experience in the management of a directorate. Sound knowledge and experience of government procurement and localisation. Strategic capability and leadership, planning and organising skills, client orientation and customer focus and change management. Communication (Verbal and excellent writing skills), relationship management, analytical and thinking skills and problem-solving skills. Sound knowledge and understanding of PFMA, Public-Private Partnership, Treasury Regulations, PPPF Act, Industrial Policy Action Plan, Industrial Development Policy, Public Service Act and Public Service Regulations. Sound knowledge of international protocol and stakeholder management. Proficient in MS Office packages.

DUTIES

Provide leadership and support in the management of the NIPP. Contract management - draw up and manage the NIPP agreements. Negotiation - Manage to secure buy-in to the NIPP, the value of the contract. Business development - Value chain analysis of the prioritised sector, identifying projects/products, components for localisation. Investment promotion - understanding the technicalities of FDI, limitations on CAPEX investment by companies, trade with countries. Promotion of companies, NIPP programme and benefits, securing projects with either local or export sales. Manage portfolio, credit management, obligation status and milestone monitoring.
Strategies, Policies and Procedures: Lead the process of developing Industrial Participation sector. Manage and direct the Industrial Policy Action Plan process concerning the development and implementation of key action programmes for the Industrial Participation Sector. Engage in continual policy advocacy and coordination in Industrial Participation. Stakeholder Management: Manage Industrial Participation sector stakeholders, including other Government departments and tiers of government, organised business and labour. Work closely with other units within the dti and other departments involved in the Industrial Participation sector to develop a supportive policy environment to implement the key action programmes. Establish contact and set up an information-sharing session with other units in the dti. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus groups addressing Industrial Participation challenges. Research and Analysis: Provide an analysis of the value chain in the Industrial Participation sub-sector. Consolidate all research findings to formulate industrial Participation policies, procedures and strategies in line with the Industrial Policy Action Plan. Monitoring and Evaluation: Continuously review policies and methodologies and benchmark against international best practices. Manage consultants appointed to conduct studies. Provide support with the implementation of programmes. Provide leadership in identifying and developing sectors in the Industrial Participation sector that have the potential to grow. 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. Develop the strategic focus and policy direction for the directorate. Ensure the maintenance of effective internal administration of the directorate: the filling of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements.

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 and Coloured candidates, White males as well as people with disabilities.
ANNEXURE L

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 13 March 2020
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID document (Driver’s license where applicable). The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful.

Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 08/32 : ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: H/A/6

SALARY : R897 936 per annum (OSD)
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC. Valid South African driver’s license. Knowledge and Skills: Knowledge of ARV Programme.

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Supervision of pharmacy personnel/subordinates. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Ensure availability of medicines at the hospital and the surrounding clinics (Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to Good
Pharmacy Practice rules and regulations. Implementation and maintaining of a referral system. Perform other related tasks as delegated. Participate in Quality Assurance programme.

ENQUIRIES: Dr Y Valdes-Crespo Tel No: (058) 303 5123
APPLICATIONS: TO: The Chief Executive Officer, Phekolo/Nketoana Complex, Private Bag X1, Bethlehem, 9700
FOR ATTENTION: Me M G Mareka
POST 08/33: PHARMACIST: GRADE 1 REF NO: H/P/5

SALARY: R693 372 per annum (OSD)
CENTRE: Diamant Hospital: Jagersfontein
REQUIREMENTS: Appropriate Bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a 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 And Skills: Good interpersonal skills, Communications skills and supervisory skills. Valid driver's license.

DUTIES: Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Monitoring treatment to workers due to occupational injury. Keeping of statistics, compiling of reports. Where acting as a responsible pharmacist: Control the budget. Supervision of pharmacy personnel. Ensure implementation of the referral system. Attend meetings. Implement and maintain the infection control policy. Other: Chemotherapy. Dialysis. Stoma therapy. Sterile preparations

ENQUIRIES: Me L L Moatlhodi Tel No: (051) 724 9310
APPLICATIONS: To Be Send To: The Chief Executive Officer, Diamant Hospital, Private Bag X 06, Jagersfontein, 9974 or hand delivered at 11 Weil Street, Jagersfontein
FOR ATTENTION: Me P P Mohajane
POST 08/34: ASSISTANT MANAGER: NURSING: PNB- 4: EMERGENCY AND ACCIDENTS REF NO: H/A/3

SALARY: R614 991 per annum (OSD)
CENTRE: Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification, accredited with the SANC in Trauma and Emergency Nursing or equivalent recognizable post basic Nursing Qualification (Operating Theatre, Critical Care, Orthopaedics). At least 3 years of the period referred
to above must be appropriate/recognizable experience at Management Level. Proof of service record. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Knowledge of the Public Service Act and Regulations, and Public Finance Management. Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices.

**DUTIES**

Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional/ legal framework. Provision of effective support Nursing Service. Coordination of provision of effective training and research. Maintain professional growth/ethical standard and self-development. Manage effectively the utilization and supervision of human resource. Ensure the implementation of Child Health Programs. Provide holistic nursing care to National Core Standards and Ten Point Plan. Management of Assets. Identify, manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.

**ENQUIRIES**

Me M.C Molefe Tel No: (051) 405 1940

**APPLICATIONS**

To Be Sent To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

**FOR ATTENTION**

Me F.M Letlhoo

**POST 08/35**

OPERATIONAL MANAGER: EMERGENCY AND ACCIDENTS: PNB- 3 REF NO: H/O/1 (X2 POSTS)

**SALARY**

R562 800 per annum (OSD)

**CENTRE**

Pelonomi Tertiary Hospital, Bloemfontein

**REQUIREMENTS**

Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post- basic nursing qualification with duration of at least one year, accredited with the SANC in Trauma and Emergency Nursing or equivalent recognizable post basic Nursing Qualification (Operating Theatre, Critical Care, Orthopaedics). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Trauma and Basic Life Support.). Proof of service record. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: A post basic qualification in Health Care Management will be an added advantage At least 3 years’ experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies /knowledge/skills/leadership/theatre management/theatre administration/planning/organizing/coordination and communication skills. Ability to take charge and make appropriate independent decisions.

**DUTIES**

Supervise and ensure the provision of an effective and efficient peri-operative patient care through adequate nursing care and risk management. 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 patients. Management of patient information systems, e.g. DHMIS. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work).
Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES: Me M.C Molefe Tel No: (051) 405 1940
APPLICATIONS: To Be Sent To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300
FOR ATTENTION: Me F.M Letlhoo
POST 08/36: ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/7
SALARY: R562 800 per annum. (OSD)
CENTRE: Diamant Hospital: Jagersfontein
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council (SANC).Knowledge And Skills: Knowledge of the legal framework applicable to nursing practice. Procession of leadership.
DUTIES: Delegate, supervise and co-ordinate the provision of the effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (Inter-professional, inter-sectoral and multidisciplinary teamwork.) participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES: Me L.L Moatlhodi Tel No: (051) 724 9310
APPLICATIONS: To Be Sent To: The Chief Executive Officer, Diamant Hospital, Private Bag X 06, Jagersfontein, 9974 or hand delivered at 11 Weil Street, Jagersfontein.
FOR ATTENTION: Me P P Mohajane
POST 08/37: CONTROL ENGINEERING TECHNICIAN REF NO: H/C/10
SALARY: R446 202 per annum (OSD)
CENTRE: Bloemfontein
DUTIES: To render technical services and support in terms of the management of Service Providers responsible for the maintenance of lifts and manage the analysis of information on the use of utilities. Determine and maintain engineering norms and standards for lifts. Undertake inspections of lifts to validate quality of performance of Service Providers in terms of maintenance contracts. Make recommendations related to non-performance in terms of maintenance contracts for lifts. Investigate all new lift installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act. Manage the design and establishment of a system to collect credible data on the use of utilities by Health Facilities. Undertake research. Manage people. Manage budgets.

ENQUIRIES: Adv T M Thebe Tel No: (051) 408 1122/1841
APPLICATIONS: To The Director: HRM and Planning PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
FOR ATTENTION

POST 08/38

ASSISTANT DIRECTOR REF NO: H/A/4

Information Technology Department: Corporate Office

SALARY

R376 596 per annum (Level 09)

CENTRE

Bloemfontein

REQUIREMENTS

National Diploma/Tertiary qualification in Information Technology/Systems plus 3 - 5 years’ functional experience of which 2 years must be on a Supervisory level. Mobile applications, web and systems development Knowledge and Skills: Extensive knowledge of programming in any of the following will be and advantage: Java, PHP, ASP.Net, Python, C++, JQuery, MySQL server database, PL/SQL, Android and iSO, Project Management. Testing and Hosting of services (Linux and Windows OS). Policy development and change control frameworks. Time management. Code and test programming for in-house software programs. Debug code for existing programs based on immediate needs. Encodes project requirements by converting work flow information into computer language. Knowledge of ICT prescripts. Extensive experience in programming. Good interpersonal relations and communication skills. Problem solving skills. Knowledge of the public health sector. Presentation skills and report writing. Must have the ability to conduct research. Prepares reference for users by writing operating instructions

DUTIES

Advise on the design, implementation and support of web based applications and the supported infrastructure at all health facilities in the Free State Department of Health. Be able to interact and implement approved actions within the systems development environment. Research and implement new approved technology within the scope of web based application development and support, database administration at both OLTP and warehouse levels. Advise and assist the continuous maintenance and support of existing and new information systems. Implementation of policies and procedures. Arranges project requirements in programming sequence by analysing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Maintains historical records by documenting program development and revisions. Supervisory and managerial functions

ENQUIRIES

Mr C J De Klerk Tel No: (051) 408 1401

APPLICATIONS

To Be Send To: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION

Me P Mpu

POST 08/39

MONITORING AND EVALUATION SPECIALIST REF NO: H/M/4

Planning & Performance Oversight Directorate, Corporate Office

SALARY

R376 596 per annum (Level 09)

CENTRE

Bloemfontein

REQUIREMENTS


DUTIES

Develop and/or implement the Department’s Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national, provincial and/or
Develop the Department’s Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department’s Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/or advice to manager and senior managers, inclusive of resource/verification documents as required by the Auditor-General. Undertake monitoring exercises in Health Programmes, Districts and Facilities. Monitor and report on the performance of the Department and conduct performance investigations in the Department. Participate in the relevant National and/or Provincial meetings related to M&E. Participate in conducting Programme evaluations in line with the Department’s Evaluation Plans.

ENQUIRIES
Mr B J Oliphant, Tel No: (051) 408 1445

POST 08/40
RADIOGRAPHER: GRADE 1 RE NO: H/R/1

SALARY
R317 976 per annum (OSD)

CENTRE
Mangaung Metro District

REQUIREMENTS
Baccalaureus Degree/Diploma in Radiography. Experience None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable).

Knowledge And Skills:
Ability to work under pressure. Ensuring client satisfaction. Function as an effective member of clinical team to communicate effectively with patients.

DUTIES
Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, Perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES
Mr T Raleting Tel No: (051) 447 2194

APPLICATIONS
To Be Send To: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein.

FOR ATTENTION
Mr T A Mokoqo

POST 08/41
DIAGNOSTIC RADIOGRAPHER: GRADE 1 RE NO: H/R/3

SALARY
R317 976 per annum (OSD)

CENTRE
Diamant Hospital: Jagersfontein

REQUIREMENTS
Baccalaureus Degree/Diploma in Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in
South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Ability to work under pressure, Communication and Interpersonal skills.

DUTIES: Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, Perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students. Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES: Me L L Moatlhodi Tel No: (051) 724 9310
APPLICATIONS: To Be Send To: The Chief Executive Officer, Diamant Hospital, Private Bag X 06, Jagersfontein, 9974 or hand delivered at 11 Weil Street, Jagersfontein.
FOR ATTENTION: Me P P Mohajane
POST 08/42: SPEECH THERAPIST AND AUDIOLOGIST: GRADE 1 REF NO: H/S/6
SALARY: R317 976 per annum (OSD)
CENTRE: Senorita Ntlabathi Hospital, Ladybrand
REQUIREMENTS: Baccalaureus Degree in Communication Pathology and Audiology. Experience; None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable).Knowledge And Skills: Ability to communicate issues in a tactful manner, Ability to interpret and execute policy directives/procedures, Problem solving skills, Computer skills.

DUTIES: Render Speech Therapy and/or Audiology services that comply with standards and norms as indicated by the health policies of South Africa. Vocational rehabilitation and clinical assessment and treatment of speech and hearing problems. Adhere to sectional and provincial quality assurance measures in sub-section. Participate in continued professional development. Responsible for clinical administrative tasks e.g patient record keeping. Undertake any other reasonable task as directed by Head of Speech Therapy/Audiology Department and Head of Clinical Services.

ENQUIRIES: Dr M C Diba Tel No: (051) 923 2006
APPLICATIONS: To Be Send To: The Chief Executive Officer, Senorita Ntlabathi Hospital Private Bag X9, Ladybrand, 9745.
FOR ATTENTION: Dr N J Setshego
POST 08/43: SENIOR STATE ACCOUNTANT REF NO: H/S/7 (X2 POSTS)
Financial Accounting Directorate: Corporate Office
SALARY: R316 791 per annum (Level 08)
CENTRE: Bloemfontein
REQUIREMENTS: A Relevant 3-year tertiary qualification or equivalent qualification in Financial Management with Accounting plus 2 years’ functional experience of which 1 year must be on supervisory level. BAS Training. Knowledge And Skills:
Experience in Revenue Management and clearance of Assets and Liabilities Accounts. Additional appropriate training in BAS including computer literacy.

**DUTIES**

- Monitor and render support with the clearing of the assets and liability accounts on monthly basis. Request, receive and consolidated input for revenue MTEF budget according to the budget cycle. Supervision cashier function at cooperate and render monitoring supporting to institution.
- Preparing and submission input on IFS & AFS. Responsible to identity training needs with regards to Revenue Issue. Monitoring Revenue Performance of the institutions. Reporting IYM to Provincial Treasury. Monitor correctness reconciliation of the patient fees on the patient debt system.

**ENQUIRIES**

Mr T A Tsotetsi Tel No: (051) 408 1374

**APPLICATIONS**

To Be Send To: Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered at: Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION**

Me P Mpu

**POST 08/44**

SENIOR STATE ACCOUNTANT REF NO: H/S/8

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Infrastructure; Corporate Office, Bloemfontein

**REQUIREMENTS**

- A Relevant 3-year tertiary qualification or equivalent qualification plus 2 years’ functional experience of which 1 year must be on supervisory level.

**DUTIES**

- Supervise the activities of the State Accounting Clerks/Snr AND State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Debt, Bookkeeping (Clear Ledger accounts, Capture BAS payments, Journals and Reports). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). Render a Financial Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practices. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practices. Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements Authorize and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorization should happen on a higher level preferable at level 9). Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation’s i.r.o. LOGIS/BAS/Payments and finalization of outstanding payments/submissions/recommendations

**ENQUIRIES**

Adv T M Thebe Tel No: (051) 408 1122/1841
APPLICATIONS: To: The Director: HRM and Planning PO Box 227, Bloemfontein 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION: Me P Mp

POST 08/45: ENGINEERING TECHNICIAN REF NO: H/E/1 (X2 POSTS)

SALARY: R311 859 per annum (OSD)

CENTRE: Infrastructure; Corporate Office, Bloemfontein


ENQUIRIES: Adv T M Thebe Tel No: (051) 408 1122/1841

APPLICATIONS: TO: The Director: HRM and Planning PO Box 227, Bloemfontein, 9300

FOR ATTENTION: Me P Mp

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

APPLICATIONS: For The Department of Police, Roads and Transport to be submitted TO: Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand at Medfontein Building, St. Andrew Street Bloemfontein.

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 (a transcript of results must be attached), 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. Separate application for every vacancy should be submitted. Applications without a reference number or a clear indication of the post for which you apply will not be considered. 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. The shortlisted candidate will be subjected to criminal vetting and Qualification Verification. People with disability are encouraged to apply.

OTHER POSTS

POST 08/46: CANDIDATE ENGINEER: FLEET MANAGEMENT REF NO: FS PR&T/CEFM/01/01/2020 (X1 POST)

SALARY: R618 732 per annum. (An all-inclusive package) (OSD). The remuneration package consists of the basic salary, government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.
CENTRE: Bloemfontein
REQUIREMENTS: Engineering degree (B Eng/BSC (Eng). Three years post qualification engineering experience required. Valid driver’s license. Compulsory registration with ECSA as a Professional Engineer.

DUTIES: Design new systems to solve practical engineering problems (challenges) and improve efficiency and enhance safety: Planning, designing, operating and maintenance of engineering projects. Development of cost effective solutions according to standards. Evaluation of existing technical manuals, standards drawings and procedures to incorporate new technology and promote safety in line with statutory and regulatory requirements. Office administration: Prepare inputs for the facilitation of resource utilization. Adhere to regulations and procedures for SCM and HR administration and Report on service delivery. Research and development: Keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters and follow approved programme of development for registration purposes.

ENQUIRIES: Mr. S.S Sekobile Tel No: (051) 409 8566/46

POST 08/47: CHIEF ARTISAN GRADE A: FLEET MANAGEMENT REF NO: FS PR&T/CAGAFM/02/01/2020 (X6 POSTS)

SALARY: R386 487 per annum
CENTRE: Bloemfontein (X2 Posts)
Thabo Mofutsanyane (X2 Posts)
Lejweleputswa (X1 Post)
Fezile Dabi (X1 Post)

REQUIREMENTS: An appropriate trade test Certificate. 10 years post qualification experience as an Artisan/Artisan foreman. A valid driver’s license.

DUTIES: Manage technical services: manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance In line with specifications. Manage administration: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database and manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organization needs and requirements. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literate studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES: Mr. S.S Sekobile Tel No: (051) 409 8566/46

POST 08/48: ASSISTANT DIRECTOR: FINANCE MANAGEMENT: FLEET MANAGEMENT REF NO: FS PR&T/ASDFM/03/01/2020 (X1 POST)

SALARY: R376 596 per annum (Level 09)
CENTRE: Bloemfontein (Fleet Management)

REQUIREMENTS: Senior Certificate. Diploma in Finance or equivalent qualification. 1 - 2 years relevant experience.

DUTIES: Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Address
ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46

POST 08/49 : SENIOR SUPPLY CHAIN PRACTIONER: FLEET MANAGEMENT REF NO: FS PR&T/SSCPF /04/01/2020 (X1 POST)

SALARY : R316 791 per annum. (Level 08)
CENTRE : Bloemfontein (Fleet Management)
REQUIREMENTS : Senior Certificate, NQF level 6 or equivalent. LOGIS/BAS Training. 1 - 2 years relevant experience.
DUTIES : Supervise the activities of the Supply Chain Management Clerks and practitioners for example: Personnel development, Performance and discipline, Ensure quality of work. Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment. Promote effective Supply Chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices. Monitor and evaluate Supply Chain Management Policies, procedures and practises. Provide Supply Chain Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management Policies, procedures and practises. Manage the selection, generation and presentation of Supply Chain management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9) Prepare reports on supply chain management issues and outstanding payments/submissions/recommendations.

ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46

POST 08/50 : SUPPLY CHAIN PRACTIONER: FLEET MANAGEMENT REF NO: FS PR&T/SCPFM /05/01/2020 (X1 POST)

SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein (Fleet Management)
REQUIREMENTS : Grade 12 or equivalent qualification and knowledge of BAS/LOGIS.1 - 2 years relevant experience.
DUTIES : Implement a sourcing strategy and buying mechanisms to address the needs of each business unit. Assist with the determination of proper and correct product or item specifications prior to placing an order to ensure that the Supply Chain Management Unit acquires what the end user requires. Assist in ensuring that the Preferential Procurement Policy Framework Act (PPPFA) is properly implemented and adhered to. Manage resource of the section to ensure optimum productivity. Assist with the effective and efficient management of the Departmental bidding Process. Address Supply Chain
Management enquiries to ensure correct implementation of Supply Chain Management Practices. Facilitate functioning of the Bid Committee and ensure that correct decisions are taken when bids are awarded.

**ENQUIRIES**
Mr. S.S Sekobile Tel No: (051) 409 8566/46.

**POST 08/51**
PERSONAL ASSISTANT: FLEET MANAGEMENT REF NO: FS PR&T/PAFM /06/01/2020 (X1 POST)

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

**CENTRE**
Bloemfontein (Fleet Management)

**REQUIREMENTS**
Grade 12, appropriate National Diploma in Office Administration/Equivalent Qualification in office Administration. 1 - 2 years’ experience.

**DUTIES**
To compile realistic programmes of appointments and travelling arrangements. Prioritize appointments, Ensure that appointments are made, Liaise with and/or sensitize Head of Fleet Management regarding engagements. To correctly classify documents and ensure the safe-keeping thereof. To ensure an efficient flow of information and documents to and from the Office of the Head of Fleet Management. To give instructions for the destruction of documents in the Office of the Head of Fleet Management. To do certain research for the Office of the Head of Fleet Management. To prioritize documentation, correspondence, etc. To prepare and co-ordinate, as directed by the Head of Fleet Management, submissions, documents, briefing notes, etc. To make arrangements for the placement of items on the agenda of meetings and undertake the circulation of accompanying memoranda, to make arrangements for the attendance of the Head of Fleet Management at meetings and other relevant gatherings. To be a secretariat for management committees. To compile all necessary document for the Head of Fleet Management in terms of the meetings to be attended and to sensitize the Head of Fleet Management on the contents thereof. To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. To deal with enquiries received, internally and externally to the relevant stakeholders. To keep records of documents, memoranda, etc., which in terms of the law must be dealt with by the Head of Fleet Management.

**ENQUIRIES**
Mr. S.S Sekobile Tel No: (051) 409 8566/46.

**POST 08/52**
ADMIN OFFICER: FLEET MANAGEMENT REF NO: FS PR&T/SAOFM /07/01/2020 (X1 POST)

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

**CENTRE**
Bloemfontein (Fleet Management)

**REQUIREMENTS**
Grade 12 or equivalent qualifications. 1 - 2 years’ experience.

**DUTIES**
Administrative Support (Circulation of Mail and information: Receipt, /evaluation, Distribution, Follow-up, Filling of mail and information. Upkeep of pool equipment files). Gathering and distributing of pool monthly statistics (To ensure effective production management: Abnormal Load permit register, License register, Fuel card register, Admin vehicle odo-reading, telephone account, Telephone registers, Occupational Health and Safety inspection report. Record Management (To ensure effective record management: Mail, Stationery, Cleaning material, Log 1, Pool availability register Upkeep of MB7-Equipment Repair Request register, MB A transfer of equipment register, Abnormal Load permit register). Personnel Administration (To ensure ad effective service to all pool personnel: Updating and recording of correct information relating to: Leave register, Subsistence and Travelling Register, Injury on duty. Supervision of operator, handyman, tradesman aid, operator assistant: Keep PDMS system for every subordinate and evaluate monthly, submit to pool coordinator.)

**ENQUIRIES**
Mr. S.S Sekobile Tel No: (051) 409 8566/46
POST 08/53: SENIOR ADMIN CLERK: FLEET MANAGEMENT REF NO: FS PR&T/SACFM/08/01/2020 (X3 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: Bloemfontein (X2 Posts)
Kroonstad (X1 Post)

REQUIREMENTS: Grade 12 or equivalent qualifications.

DUTIES: Update and upkeep of AMS database. Open AMS 9 Accident Management System files according to specific cases. Request relevant documents from the Department, Wesbank and Fleet Management’s workshop. Refer matter to the State Attorney. Arrange consultation between the State Attorney and the State official. Receive cheques from the State Attorney (money owed by the private party) update the files. Documents as received must be handled accordingly. Update files on a regular basis. Finalize cases as soon as possible. Closure of files. Handling of queries. Capturing of claims on ADM (Asset and Debt Management System and AS (Asset System) database. Request of Police report as well as docket while needed by the State Attorneys. Appointing of tracing agent, while needed. Handling queries of the other officials in the section if their on leave. Handling verbal instructions. Compiling Departmental Claims.

ENQUIRIES: Mr. S.S Sekobile Tel No: (051) 409 8566/46.

POST 08/54: HANDYMAN SENIOR: FLEET MANAGEMENT REF NO: FS PR&T/HSFM/09/01/2020 (X5 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: Xhariep (X1 Post)
Thabo Mofutsanyane (X1 Post)
Lejweleputswa (X1 Post)
Fezile Dabi (X2 Posts)

REQUIREMENTS: Senior Certificate or equivalent qualification.

DUTIES: Assist Artisan with the equipment life cycle management program (Assist in Execution of all equipment repair activities at a unit within Fleet Management major workshop facility). Client support program (Equipment availability in pool). Administrate Statutory Compliance to Artisan (Adherence to occupational health and safety act. Execution of regulations. To ensure that equipment is serviced in the prescribed way. Supervise the quality of the Logbooks on equipment. Maintain a filling system for the circulars, prescripts and contracts. To change oil and filters on designated time according to prescribed way. To clean the equipment on regularly basis as prescribed. Give Training to operators. Keep registers up to date. To order and receive stock.

ENQUIRIES: Mr. S.S Sekobile Tel No: (051) 409 8566/46.

POST 08/55: DRIVER: FLEET MANAGEMENT REF NO: FS PR&T/DFM/10/01/2020 (X8 POSTS)

SALARY: R122 595 per annum (Level 03)
CENTRE: Bloemfontein (X1 Post)
Thabo Mofutsanyane (X5 Posts)

REQUIREMENTS: Grade 10 or equivalent qualifications. Public driver Permit. (PDP)

DUTIES: Drive light and medium motor vehicles to deliver mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Authorise transactions on LOGIS/BAS/PERSAL according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre’s).Prepare in-depth complex reports on financial management issues and statistics.

ENQUIRIES: Mr. S.S Sekobile Tel No: (051) 409 8566/46
PROVINCIAL ADMINISTRATION: GAUTENG
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.

OTHER POSTS

POST 08/56 : HEAD: CLINICAL UNIT (MEDICAL): SUB-SPECIALIST (CHILD PSYCHIATRY OR NEUROPSYCHIATRY) REF NO: REFS/005067
Directorate: Medical and Allied

SALARY : R1 728 807 per annual (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : A basic medical MBCh or equivalent degree, a specialist qualification in Psychiatry (FC PSYCH, MMED or equivalent) AND either a relevant subspecialist qualification (Certificate in Child & Adolescent Psychiatry/equivalent OR a Certificate in Neuropsychiatry/equivalent) with current registration with the Health Professions Council of South Africa as a Medical Sub-specialist in Child & Adolescent Psychiatry/Neuropsychiatry PLUS at three (3) years of experience as a Child & Adolescent Psychiatrist or Neuropsychiatrist.

DUTIES : To provide and manage a subspecialist service in the assessment and management of children and adolescents. To supervise other specialists and multi-disciplinary mental health team members. To provide strategic and operational leadership for Child & Adolescent Psychiatry or Neuropsychiatry services within the institution. To contribute to clinical management within the hospital and assist the Clinical Manager with matters related to clinical management within the institution. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand and to participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals.

ENQUIRIES : Dr R. Price-Hughes Tel No: (011) 535 3001/3099
APPLICATIONS : Applications must be delivered to: Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara the H. Moross Centre Private Bag x7 Randburg 2125 or apply online www.gautengonline.gov.za. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

NOTE : Applications must be made on a Z83 form (available from any government office) and must include a covering letter, a CV with contact details of three (3) referees, recently certified copies of the required qualifications, current HPCSA registration card as a psychiatrist and subspecialist child psychiatrist or neuropsychiatrist, identity card/document.

CLOSING DATE : 13 March 2020

POST 08/57 : MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 06/2020
Directorate: Internal Medicine

SALARY : R1 106 040 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MMed or FCP qualification in Internal Medicine. Proof of registration as a Specialist Physician with the HPCSA. Proven ability to work with all Unit members e.g. Endocrinologists, Nephrologists, Gastroenterologists, Rheumatologists, Pulmonologists, Infectious Diseases, Specialist Physicians, Registrars, MO’s, Students, Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for General Internal Medicine.
**DUTIES**: In- and outpatient service delivery in General Internal Medicine: Ward rounds, out-patient clinics, consultations and call as per call roster. Implement and monitor adherence to National Core Standards (norms and standards). Reduce medical litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, investigate diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timely (e.g death certificates). To act as domain trainer for the Interns. Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties for General Medicine and the Medical ICU. Academic: Supervision of Registrars, MO's, Interns and students in the clinical setting. Conducting clinical training, ward rounds and giving small group tutorials as well as lectures. Teach, train and examine under- and post-graduate students. Evaluate and assess rotating registrars, Interns and students. Act as guardian for assigned registrar. Research: Active participation in research and publishing of articles.

**ENQUIRIES**: Mrs. H. Els Tel No: (012) 354 2112

**APPLICATIONS**: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

**CLOSING DATE**: 13 March 2020

**SALARY**: R949 482 per annum (Level 3) plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse with appropriate/recognizable experience at a management level. A minimum of 11 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council. Nursing Management qualification with South African Nursing Council. At least 6 years of the period referred to above must be appropriate/recognizable experience at management level at a Public Health Institution. Post basic qualifications will be an added advantage. Valid EB driver’s license. Computer literacy. Current South African Nursing Council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary. Service certificates compulsory

**DUTIES**: Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Provide professional, technical and management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Improve the skills and competencies of the specialty nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing and hospital projects. Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain
Professional growth/ethical standards and development of self and subordinates.

ENQUIRIES: Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
CLOSING DATE: 13 March 2020
POST 08/59: MEDICAL OFFICER GRADE 2/3 REF NO: TDH02/2020
Directorate: Family Medicine
SALARY: Grade 2: R938 964, per annum (All incl)
Grade 3: R1 089 693, per annum (All incl)
CENTRE: Tshwane District Hospital
REQUIREMENTS: Registration with HPCSA as an Independent Medical Practitioner. For Grade 2 Medical Officer: 5 years post community service and Grade 3: 10 years post community service work experience. Post graduate training and experience in Family Medicine, working in a District Hospital, primary care and Emergency Unit. The following will be an added advantage: current certificate in ATLS, ACLS. APLS, Diploma in Family Medicine, Diploma in Primary Emergency Care, Ultrasound experience, Surgical experience.
DUTIES: Perform duties as a Medical Officer in Tshwane District hospital (General OPD, inpatient care, Obstetric Unit, Theatre, ARV clinic and Emergency Unit). The incumbent will be expected to work commuted overtime and rendering after hour (Night, Weekend and public holiday) duties to provide continuous uninterrupted care within Tshwane District Hospital.
ENQUIRIES: Dr. Ramalll R/Dr Heystek MJ Tel No: (012) 354 7359/60
APPLICATIONS: All applications received for the posts should be sent to: Tshwane District Hospital, Conner Dr Savage Road and Steve Biko Road Gezina, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.
CLOSING DATE: 13 March 2020
POST 08/60: MEDICAL OFFICER REF NO: MO/ITM/KPTH/20
Directorate: Internal Medicine
SALARY: R821 205 - R884 670 per annum (all inclusive)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB, registration with the HPCSA as an Independent Medical Practitioner. Applicants must have an interest in Internal Medicine. Additional related postgraduate qualification and completion of part 1 of the FCP (SA) examination will be an added advantage.
DUTIES: Do ward work and out patients work, perform after hour calls as required by the Department of Internal Medicine. Active participation in academic teaching and research as required by the University of Pretoria. Actively seeing patients and proper admission notes when on call. Effectively supervising juniors when on call. Diligently assist in other clinics if requested by the HOD. Diligently seeing patients (and proper documentation) when consulted by other disciplines with follow-up of these patients when necessary. Ensuring that all patient have a discharge summary written on discharge. Contribute to undergraduate training, presenting at academic meetings and attend academic meetings on a regular basis. Contributing towards (all) and participating in departmental research projects. Help with student examination (act as examiner, selection of patients and ward monitor).
ENQUIRIES: Prof. D.G. Van Zyl Tel No: (012) 373 1015
APPLICATIONS: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public
Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 13 March 2020

POST 08/61: MEDICAL OFFICER REF NO: MO/GS/KPTH/20

Directorate: General Surgery

SALARY: R821 205 - R884 670 per annum (all inclusive)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB or equivalent. A valid registration with the HPCSA as an Independent Medical Practitioner.

DUTIES: The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.

ENQUIRIES: Prof. OD Montwedi, Tel No (012) 373 1055

APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number.
number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 13 March 2020

POST 08/62 : MEDICAL OFFICER REF NO: SBAH 08/2020
Directorate: Emergency Medicine

SALARY : R821 205 per annum (all-inclusive package)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 1: MBCHB degree or equivalent, valid Current registration with HPCSA as Medical Practitioner, experience in Emergency Medicine PALS, ACLS, ATLS certificates will be an added advantage.
ENQUIRIES : Prof. A. Engelbrecht Tel No: (012) 354 2147/4838
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 13 March 2020

POST 08/63 : PHARMACIST (GRADE 1) REF NO: DHS/PHARM/001/2020

SALARY : R693 372 per annum (All-inclusive remuneration package)
CENTRE : JHB Health District
REQUIREMENTS : Qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SACP as Pharmacist. To be currently registered with the Pharmacy council. In-depth understanding of administration in the District Health Service environment will be an advantage. A valid driver’s license is essential.
DUTIES : Supervise the provision of quality pharmaceutical care through the implementation and monitoring of work procedures, policies and guidelines. Accept managerial responsibility and accountability for medicine supply within the facility. Provide leadership in the provisioning of pharmaceutical information to Health Professionals. Supervise Pharmacy Personnel in patient education and counseling. Participate and supervise the training of pharmacy personnel. Maintain the necessary records and statistics. Generate the required reports for management consistently and as when required.
ENQUIRIES : Ms. T. Shabangu Tel No: (011) 725 3206/082 926 0187
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.
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 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 of race, gender and disability.

CLOSING DATE : 20 March 2020

POST 08/64 : HEAD OF DEPARTMENT NURSING COLLEGE – CLINICAL GENERAL NURSING/WORK INTEGRATED LEARNING (WIL) REF NO: 3/4/1/1/10

Directorate: Nursing Education and Training

SALARY : PND3: R579 696 – R672 018 per annum (plus benefits)

CENTRE : Ann Latsky Nursing College

REQUIREMENTS : Master’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver’s license.

DUTIES : Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

ENQUIRIES : Mr. JD. Cloete or Ms A. van As Tel No: (011) 644-8917


NOTES : Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications and computer literacy). Applicants will be subjected to a pre-employment
Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

CLOSING DATE : 13 March 2020

POST 08/65 : PNA7 ASSISTANT MANAGER AREA: (GENERAL NIGHT DUTY) REF NO: SBAH 10/2020
Directorate: Nursing

SALARY : R562 800 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 8 year appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Nursing Management qualification with South African Nursing Council. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at a hospital. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Computer literacy. Verified proof of experience. Service certificates compulsory. South African Nursing Council annual practicing certificate.

DUTIES : Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources. Maintain Professional growth ethical standards and development of self and subordinates.

ENQUIRIES : Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 13 March 2020

POST 08/66 : AREA MANAGER NURSING (GENERAL) GRADE 1 (DAY & NIGHT) REF NO: AREAMAN-02-01 (X1 POST)
Directorate: Nursing

SALARY : R562 800 – R652 437 per annum (plus benefits)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a Professional Nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employers are compulsory. Knowledge of nursing, care processes and procedures, nursing strategies, nursing statutes, national core standards and other relevant frameworks such as nursing act, OHS act, patient right charter, Batho pele principles, public
service regulations, labour relations act, disciplinary code and procedure, human resource, grievance procedure, etc. Skills: leadership, organizational, decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, corporation, team player, supportive, assertive. Computer literate (MS excel, MS word, MS PowerPoint, email), driver’s license will be an added advantage.

DUTIES: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate, comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work. Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards, and procedures. To work on night/day as supervisors. Participate in nursing management team for both day and night consistently. To work on behalf of nursing service manager (day and night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters and memo’s. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self-development: SANC, Nurse day involvement, promoting the image of both nursing and hospital. In-debt knowledge and understanding of national core standards.

ENQUIRIES: Mrs. M.R.E Damane 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, Airode, 1451.

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

CLOSING DATE: 13 March 2020
POST 08/67: PNB3 OPERATIONAL MANAGER SPECIALTY: CRITICAL CARE REF NO: SBAH 11/2020
Directorate: Nursing

SALARY: R562 800 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Critical care Nursing Science. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver’s license.


ENQUIRIES: Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020

POST 08/68: PNB3 OPERATIONAL MANAGER SPECIALTY: THEATRE REF NO: SBAH 12/2020
Directorate: Nursing

SALARY: R562 800 per annum plus benefits
CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Operating Theatre Nursing Science. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in Operating theatre Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver’s license.


ENQUIRIES: Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
POST 08/69  ASSISTANT DIRECTOR IN CLINICAL TECHNOLOGY REF NO: SBAH 09/2020
Directorate: Critical Care

SALARY: R517 326 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: BTech Degree in Clinical Technology specialized in Critical Care. Registration with the Health Profession Council of South Africa (HPCSA) as a Clinical Technologist in the specialized category Critical Care (Independent/Private practice). Professional person with integrity and the ability to perform well under pressure. Self-driven, good communication, presentation & interpersonal skills, computer literate.

DUTIES: Actively involved in research and training of technology staff and students. Administrative functions as well as support to the Head of Critical Care Department. Supervise the clinical technology staff and services within Critical Care Department. Effectively perform diagnostic and therapeutic procedures. Effectively perform clinical technology, quality control procedures including the management, calibration and sterilization of medical equipment and clinical supplies. Management of medical equipment and clinical supplies and ensuring effective and efficient utilization of resources in the workplace.

ENQUIRIES: Dr. J. Mangwane Tel No: (012) 354 4442
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020

POST 08/70  CLINICAL COORDINATOR INFECTION CONTROL REF NO: STDH/00027 (X1 POST)
Directorate: Nursing Services

SALARY: R444 276 – R500 031 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Matric certificate plus basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse with SANC, a minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years’ experience in infection prevention control will be an added advantage. Infection Control certificate with recognized institution will be an added advantage. Computer Literacy will be an added advantage. Good communication skills. Knowledge in infection prevention control, waste management Regulations and policies. Guidelines in application of clinical infection prevention control policies, current Health and public Legislations. Nursing Act, MDR TB, HIV Aids Guidelines and other Legislative framework theory and ethics.

DUTIES: Facilitate, coordinator and review National Provincial and Regional legislation regarding infection control, waste management Policies and protocols and monitoring thereof. Implement and maintain an effective Hospital Infection Surveillance System in alignment with infection Prevention control policies. Monitor the utilization of Finance, Human and material resources. Promotion of awareness on outbreaks, develop and monitor implementation on infection prevention control and waste management standards operating procedure (SOP’s) for the institution. Conduct training, compile monthly, quarterly and annual Infection prevention control and waste management reports. Ensure that nosocomial infections are investigated and reported. Ensure compliance to Infection prevention
control, waste management policies. Conduct periodic audits to ensure compliance to infection prevention control and waste management policies. Develop and monitor an ongoing hand washing hygiene in the Hospital. Assist in quality improvement and OHS matters within the institution. Represent Infection prevention and control and waste management at all management and other meetings as required. Participate in some committees as delegated.

ENQUIRIES: Ms BM Rikhotso Tel No: (011) 531 – 4304/4302
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a completed and signed and dated Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 March 2020
POST 08/71: PNAS5: QUALITY ASSURANCE COORDINATOR REF NO: SBAH 13/2020
Directorate: Quality Assurance

SALARY: R444 276 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Current registration with the South African Nursing Council (SANC) as a professional nurse. A valid EB (code 08) driver’s license. A minimum of 10 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in general nursing. At least 3 years of the above period referred to must be experience at a quality assurance level. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly reports and assessments. Have the ability to prioritize issues and other related work matters and to comply with the ability with time frames set. Have ability to work under pressure to meet the deadlines. Have excellent interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel.

DUTIES: Assist with Quality Assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with Quality Assurance targets and norms required for the development of measurable performance indicators related to the quality of care in the institution. Use the collected data to measure progress and compliance against set targets. Assist with the generation of reliable assessment in support of planning and intervention processes required for Quality Assurance in the institution. Assist with the drafting of annual, quarterly and other relevant quality assurance performance reports. Assist with management and investigation of complaints and Patient Safety incidents. Participate in selected Clinical Audit projects. Conduct Customer care related surveys, and respond appropriately to results. Participate in continuous monitoring and evaluations (National Core Standards/Ideal Hospital Realization). Active participation in the activities of the Quality Assurance and Complaints Committees and assist with the secretarial responsibilities of these committee meetings, coordinate reports pertaining to performance indicators. Assist with data collection, analysis and reports. Optimal utilizations of resources and implementation of the performance management system.

ENQUIRIES: Ms. V. Makgatho Tel No: 012 354 1140
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020

POST 08/72: PNA5 OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT: SURGICAL WARD REF NO: SBAH 14/2020

Directorate: Nursing

SALARY: R444 276 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS:
- Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver’s license BSc Hons. In (Medical Physics). Registration with the HPCSA as a Medical Physicist (Independent Practice). Participation in acceptance testing and commissioning of high end radiation equipment. Willingness to assist in teaching and supervising students and interns at the Hospital and University Level. Interest in research and teaching.

DUTIES:
- Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders, i.e. inter-professional, inter-sectoral, and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth, ethical standards and development of self and subordinates.

ENQUIRIES:
Mrs AM Mowayo Tel No: (012) 354 1300

APPLICATIONS:
to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020

POST 08/73: LECTURER PND 1 AND LECTURER PND 2 - GENERAL NURSING SCIENCE, MIDWIFERY, COMMUNITY NURSING SCIENCE AND PSYCHIATRIC NURSING REF NO: 3/4/1/1/11

Directorate: Nursing Education and Training

SALARY:
- PND 1: R383 226 – R444 276 per annum (plus benefits)
- PND 2: R471 333 – R614 991 per annum (plus benefits)

CENTRE: Ann Latsky Nursing College

REQUIREMENTS:
- PND 1: A Bachelor’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic qualification in Nursing Education and current registration with the SANC. A minimum of four years (4) recognizable/appropriate experience after registration as a professional nurse with SANC. PND 2: A Bachelor’s degree. A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for
registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post-basic qualification in Nursing Education and Current registration with the SANC. A minimum of 14 years’ appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the qualification in the nursing education. PND1 & PND2: A valid code 8 driver’s license. Ability to apply computer technology and programmes in teaching. Good Communication, Supervisory, Report writing and presentation skills. Ability to work in a team and under pressure.

**DUTIES**: Participate in teaching and learning of student nurses, co-ordinate work integrated learning exposure to students between college and clinical facilities. Support the vision and mission and promote the image of the college. Implement assessment strategies to determine student’s competencies. Exercise control over students. Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes. Management of a student database. Participate in nursing research and institutional community engagement initiatives. Participate in continuing professional development in Nursing Education and own field of practice.

**ENQUIRIES**: Ms OM. Kgori, or Ms A. van As Tel No: (011) 644 8901/644 9006


**NOTE**: Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference. Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt, and certified copies of qualifications and computer literacy).

**CLOSING DATE**: 13 March 2020

**POST 08/74**: ASSISTANT DIRECTOR: FINANCE

**Directorate**: Financial Management

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

**CENTRE**: Tshwane Rehabilitation Hospital

**REQUIREMENTS**: Grade 12 plus a three year tertiary qualification in financial Management or equivalent tertiary qualification as recognised by SAQA. A minimum of 3 years relevant experience in a financial management of which 2 years must be as a Finance Controller or equivalent in Financial Accounting within the Public Sector. Knowledge and experience in PFMA, Treasury regulations and relevant Finance and Supply Chain policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP, SRM, MEDSAS, etc. Computer literacy and in depth knowledge of MS Word, Excel, and Powerpoint. Must have a valid driver’s licence. Competencies: Needs to be able to manage finance with effective supply chain oversight, develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as pre required timeframes. Willingness to work irregular hours when required.

**DUTIES**: Manage the hospital’s budget, expenditure and all other financial areas with effective supply chain oversight. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that
payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administrative management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance and supply chain to achieve hospital objectives.

ENQUIRIES : Mr MG Polo Tel No: (012) 354 – 6816
APPLICATONS : must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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/YYYY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

CLOSING DATE : 13 March 2020
POST 08/75 : DIAGNOSTIC RADIOGRAPHER (GR 1/GR 2) REF NO: DHS/RADIO/001/2020
SALARY : R317 976 - R361 872 per annum (plus benefits)
CENTRE : JHB Health District
REQUIREMENTS : A minimum and appropriate educational qualification accredited and allows registration with the Health Professions Council of South African Pharmacy Council (HPCSA) as a Radiographer Oncology. To be currently registered with the HPCSA. In-depth understanding of administration in the District Health Service environment will be an advantage. Must have a driver’s license.
DUTIES : Willingness to work after hours and shifts. Render administrative and information support to unit managers. Ability to treat patients and other staff with patience and empathy. Radiotherapy treatment and planning must be
according to Clinician’s instructions. Perform quality assurance procedures. Keep accurate records. Participate in continuing professional development and training. Perform effectively as part of a multidisciplinary team. Display an interest and an aptitude for graphical planning. To have knowledge and be able to implement the new treatment techniques. Ability to treat patients and staff with patience and empathy. Will also be required to do clinical training of students.

ENQUIRIES: Ms. P. Mogomotsi Tel No: (011) 694 0376/082 887 0303
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.

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 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: 20.March 2020
POST 08/76: DIAGNOSTIC RADIOGRAPHER REF NO: SBAH 15/2020
Directorate: Diagnostic Radiography

SALARY: R317 976 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: National diploma or degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy essential—all the x-ray units are digital. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and polices governing the Health sector and Radiography profession. Knowledge and relevant experience in Radiographic procedures. Quality control and record keeping processes is Essential.

DUTIES: Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce x-ray images according to. Prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service policies and acts. Manage
Conflict and implement corrective measures and all governing departmental policies. Carry out duties delegated by the departmental management. Must be a team player within the department and institution.

ENQUIRIES: Mrs. S van Niekerk Tel No: (012) 354 1379
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
CLOSING DATE: 13 March 2020

POST 08/77: GRADE 1 SOCIAL WORKER REF NO: WRD/2020/02/01
Directorate: Rehabilitation Programme and Social Work Services

SALARY: Grade 1: R257 592 - R298 614 per annum (plus benefits)
Grade 2: R316 794 - R363 801 per annum (plus benefits)
Grade 3: R384 228 - R445 425 per annum (plus benefits)

CENTRE: West Rand District Health (Randfontein Sub-District)

REQUIREMENTS: Recognized Bachelor's Degree in Social Work. Proof of current registration with the SACSSP as a social worker. Valid driver's license. Theoretical and practical knowledge of social work. Counselling Skills, Planning and organizing skills. Interpersonal skills. Problem solving skills. Communication skills and computer literacy.

DUTIES: Render Health Social Work services in regard to care, support, protection and development through the relevant programmes. Conduct psychosocial assessments aimed at identifying conditions of individuals, groups, families and communities that justify relevant interventions. Implement the recommended interventions by providing continuous support, counselling, guidance and advise to the affected individuals, group families and communities. Study, interpret, apply and give information on legislation and policies in the identified work fields. Study professional journals and publications in order to ensure that cognizance is taken of new developments. Liaise /attend meetings with other Departments and non-Governmental institutions. Undertake Research and development. Perform all administrative functions: complete Daily and monthly statistics. Compose minutes of meetings. Maintain physical and or electronic records.

ENQUIRIES: Ms. D Ratlabala D Tel No: (011) 953 4515
APPLICATIONS: Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739. Private Bag X2053 Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application not being accepted. The department of health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. People with disability are encouraged to apply. NB: The incumbent will be subject to a pre-screening process.
CLOSING DATE: 13 March 2020, 12H00

POST 08/78: TRANSPORT OFFICER REF NO: ADM/2020/01 (X2 POSTS)
Directorate: Emergency Medical Services
Re -advertisement those who applied previously they need to re-apply

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

DUTIES: Management and maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in diagnosing the vehicles before and after it is taken for repairs. Compile and maintain the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timely and regularly. Manage accident, trip authorizations, reconcile reports etc. Co-ordinate monthly transport expenditure and compile monthly reports. Perform standby duties as outlined by the chief Directorate. Supervise sub-ordinate. Perform any other duties as delegated by the supervisor.

ENQUIRIES: Mr. TT Rambau Tel No: (011) 564 2001
APPLICATIONS: must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P O Box 8311, Halfway House, 1685.
CLOSING DATE: 13 March 2020
POST 08/79: CLINICAL ASSOCIATE REF NO: DHS/CLIN/001/2020

REQUIREMENTS: BCMP, qualification accredited with the HPCSA. To be currently registered with the HPCSA. Experience and in-depth understanding of administration in the District Health Service environment will be an advantage. Ability to work independently, in a team and under pressure. Must have a driver’s license.

DUTIES: Consult patients, performing diagnostic and therapeutic procedures for common conditions. Performing and/or Ordering and interpreting investigations. Performing procedures under the supervision of a registered medical practitioner. Issuing medical certificates for a period not exceeded 3 days. Prescribing medicines for common conditions according to the primary health level essential medicines list (EML). Performing any act delegated by the supervising medical practitioner in accordance with the education and training of the clinical associate.

ENQUIRIES: Dr Akii Tel No: (071) 678 5777
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.

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 be 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 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** : 20 March 2020

**POST 028/80** : LABOUR RELATIONS OFFICER REF NO: SBAH 16/2020

**Directorate:** Human Resource Management

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

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : A relevant NQF level 6 in Labour Relations Management/ Human Resource Management. Appropriate experience in human resource management/ labour relations management. Excellent communication skills and analytical skills. A good team player. A firm commitment to the hospital's success. Absolute commitment to customer services. In depth understanding of applicable legislation and various policies and procedures regulating employment relations. Good report writing skills. Valid driver's license.

**DUTIES** : Coordinates all external referred disputes i.e labour court, CCMA etc. Arrange and collate background information on disputes. Give advice to management and staff on labour related matters. Build and maintain constructive relationships with unions and management. Ensure compliance with collective agreements. Provide training to line managers and supervisors. Assist the Assistant Director on labour related matters.

**ENQUIRIES** : Mr. PM Motsweni Tel No: (012) 354 2235

**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 13 March 2020

**POST 08/81** : CLINICAL ASSOCIATES REF NO: WRD/2020/02/02 (X6 POSTS)

**Directorate:** Family Medicine

**SALARY** : R257 508 per annum (Plus Benefits)

**CENTRE** : West Rand District

**REQUIREMENTS** : Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in District Primary Health Care (PHC) services. Experience in general medical practice. PHC, HAST and use current clinical protocols and guidelines in patient management. Clinical skills in patient-centered consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional/conduct, good communication skills, good professional ethics, team work ability, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.
DUTIES: Perform Patient-centered consultations across all ages in district PHC clinics. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for district primary health care. Prescribe appropriate Medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRES: Dr Abrahams Tel No: (011) 953 4515

APPLICATIONS: must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740. 

NOTE: Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application not being accepted. The department of health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.

CLOSING DATE: 13 March 2020 at 12H00

POST 08/82: PARAMEDIC GRADE 1 TO GRADE 3 (X40 POSTS)

SALARY: Grade 1: R254 382 per annum
Grade 2: R318 042 per annum
Grade 3: R392 151 per annum

CENTRE: Various Gauteng Ems Districts:
Paramedic Grade 1: Ref No: OPS/2020/02
Paramedic Grade 2: Ref No: OPS/2020/03
Paramedic Grade 3: Ref No: OPS/2020/03

REQUIREMENTS: Grade 1: Successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). Valid driver’s license Code 10 and valid professional driver’s (PrDP) permit for transporting patients. Grade 2: Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years’ experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma Valid driver’s license Code 10 and valid professional driver’s (PrDP) permit for transporting patients. Grade 3: Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years’ experience required after registration with the HPCSA as Paramedic (CCA), 7 years’ experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience. Valid driver’s license Code 10 and valid professional driver’s (PrDP) permit for transporting patients.

DUTIES: Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in...
accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition good working order. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 08/83
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS

Mr Errakiah C Tel No: (011) 564 2053
must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P O Box 8311, Halfway House, 1685.
13 March 2020
HUMAN RESOURCE CLERK REF NO: SBAH 17/2020 (X2 POSTS)
Directorate: Human Resource Management
R173 703 per annum plus benefits
Steve Biko Academic Hospital
Senior Certificate (grade 12) and/or National Diploma in Human Resource Management. Good interpersonal and communication skills. Ability to work under pressure. Computer Literacy with extensive knowledge of Microsoft programs (word and excel). Knowledge of legislative frameworks i.e. Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act; Public Service Act and Public Regulations as amended. Planning and organizing skills; Communication skills. (PERSAL Certificates will be an added Advantage).
Administer the operations and functions of Human Resource in the institution. Implement conditions of service and benefits. Monitor the establishment. Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Maintain record keeping and filing. Capture transactions on Persal system and process other documents to e Government daily. Provide accurate information/advice to all stakeholders. Address Human Resource administration enquiries, and perform any other duty delegated by the supervisors. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting.
Mr. P. Motsweni Tel No: (012) 354 2235
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020

POST 08/84: SECRETARY REF NO: SBAH 18/2020
Directorate: Ophthalmology

SALARY: R173 703 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: The incumbent must have grade 12 and completed courses relevant to secretarial work. A diploma or a degree in secretarial/or administrative work would be an advantage. The incumbent must have experience in working as a secretary or administrator in a clinical academic environment with joint Provincial and University responsibilities. Computer Literacy in Ms Word, Excel, PowerPoint, Ms Outlook. Must be fully bilingual. A secretarial experience and working for at least 2 years will be an advantage. Must be able to priorities duties, work independently and as a team member and willing to work after hours when required.

DUTIES: Manage and organize the functions of the division. This includes telephone calls, patient enquiries, filing and record keeping, visitors correspondence, patient reports, duty rosters. Statistics. Educational duties are liaisons with departments in the faculty of Health Science, obtain literature and do searches at the library, prepare lecture material in a PowerPoint presentation, organize examinations, support the Head of Divisions educational tasks at interuniversity and College of Medicine level

ENQUIRIES: Prof P.S. Makunyane Tel No: (012) 354 1619
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020

POST 08/85: FINANCIAL CLERK REF NO: SBAH 19/2020
Directorate: Finance Management

SALARY: R173 703 per annum (Level 05) plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12 certificate (Post matric qualification in finance will be an added advantage) and the following key competencies. Knowledge of Accounting and Basic Accounting System (BAS) and SAP and understanding of PFMA, Treasury Regulations, Computer Literacy (spreadsheets techniques) and numeracy, ability to use Excel and communicate at all levels. Customer Service, experience in client liaison and telephone etiquette as well as good communication skills.

DUTIES: Supplier payments, processing of journals, handling of supplier queries, Compiling of BAS/PERSAL, BAS/SAP and BAS/MEDSAS reconciliations. Handling of Petty Cash.

ENQUIRIES: Ms. E Rammbuda/ Ms Tel No: (012) 354 1790
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020
**POST 08/86**  
ADMINISTRATION CLERK (DHIS AND HPRS) REF NO: WRD/2020/02/03 (X4 POSTS)  
Directorate: West Rand District  

**SALARY**  
R173 703 per annum (plus benefits)  

**CENTRE**  
Merafong Sub-District (X1 Post)  
Randfontein Sub-District (X3 Posts)  

**REQUIREMENTS**  
Grade 12. Knowledge of Web DHIS, experience in data management will be an added advantage. Understanding of Health information processes and procedures will be advantageous. Good communication and interpersonal skills. The incumbent must be computer literate, including excel, word and Power point. Ability to function in a team.  

**DUTIES**  
To ensure that correct patient information is gathered to facilitate reporting. Maintain electronic records and manual records of all data used for reporting. To monitor and evaluate quality of the submitted data and ensure that discrepancies are corrected with service points before capturing (verifying the data). Monthly capturing and analysis of data on web DHIS. Other duties that the facility might require. Communicate effectively with personnel, supervisors and managers at data generation points. Provide Health information training to personnel. Coordinate and participate in health information verification committee. Ensure compliance with District Health Information System (DHIMS) Policy. Comply with National Core Standards.  

**ENQUIRIES**  
Ms. N Maqhina Tel No: (018) 787 9907, Mr FI Segatle Tel No: (011) 693 5270  

**APPLICATIONS**  
must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739, Private Bag X2053 Krugersdorp, 1740. People with disability are encouraged to apply.  

**NOTE**  
Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application not being accepted. The department of health is guided by the principles of Employment Equity. NB: The incumbent will be subject to a pre-screening process.  

**CLOSING DATE**  
13 March 2020  

**POST 08/87**  
FINANCE CLERK REF NO: ODI/21/02/2020/01  

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

**CENTRE**  
Odi District Hospital  

**REQUIREMENTS**  
Candidate must be in possession of Grade 12 with Accounting/ Mathematics plus two years’ experience in Finance or appropriate National Diploma/Degree in Accounting, Finance management, Cost Management or Internal Audit with 1-year experience. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and DORA (Division of revenue Act). Computer Literate, Good customer relations and communication skill. Knowledge of transversal system BAS, SRM and SAP. Experience in budget control and in year monitoring (IYM). Driver’s license will be an added advantage.  

**DUTIES**  
Compile and capture journals and reconciliation of NHLS. Capturing, processing and allocating invoices through E-invoicing (SAP). Approving of captured RLS01. Attending to supplier’s queries with GDF, checking and allocation of RLS01. Reconciliation of supplier’s statements, management of petty cash, reconciliation of stand-alone systems e.g. SAP/BAS, MEDSAS/BAS. Submission of reports to head office monthly and perform any other delegated duties by supervisor.  

**ENQUIRIES**  
Ms. MJ Lamola Tel. No: (012) 725 2433
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE : 20 March 2020

POST 08/88 : ADMINISTRATION CLERK (ICT) REF NO: ODI/21/02/2020/02

SALARY : R173 703 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 and Higher certificate in Information Technology with two years working experience in Health environment IT. Knowledge of IT solution in the Health Environment. Knowledge of PAAB system will be an added as an advantage. Good communication skills, ability to work under pressure. Motivation must be attached as a proof for working experience.

DUTIES : Managing and constant monitoring continuous functioning of LAN and WAN connectivity. Provide technical support and maintain desktop and other hardware for all users in the hospital. Perform network troubleshooting and support. Install computer hardware, software and configure network devices, internet and create e-mails for all users in the hospital. Provide support to End-users devices and transversal system i.e BAS, SAP, PERSAL and SRM.

ENQUIRIES : Mr. CB Mathebula Tel. No: (012) 725 2410
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE : 20 March 2020

POST 08/89 : ENROLLED NURSE REF NO: TRH 01/2020
Directorate: Nursing

SALARY : Grade 1: R171 381 - R192 879 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Certification as a Nursing Assistant. Current enrolment with the South African Nursing Council. 3 years and more experience as an Enrolled Nurse. Experience in rehabilitation for physically disabled patients will be an added advantage. Willing to work day, night and holidays and rotate in the institution.


ENQUIRIES : Ms MM Rakwena Tel No: (012) 354–6135
APPLICATIONS : must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE : the Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the
Employment Equity target of the department. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

CLOSING DATE : 13 March 2020
POST 08/90 : PHARMACY ASSISTANT BASIC (GRADE 2/3) REF NO: DHS/PHARM/002/2020
SALARY : R166 689 - R196 338 per annum (plus benefits)
CENTRE : JHB Health District
REQUIREMENTS : A basic Pharmacy Assistant qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SACP as Pharmacy Assistant Basic. To be currently registered with the Pharmacy council. In-depth understanding of administration in the District Health Service environment will be an advantage. Must have a driver’s license.
DUTIES : Stock taking which includes receiving, issuing and maintenance of stock levels according to standard operating procedures. Preparing of medicine according to standard operating procedures. Collection of information and assisting in the preparation of medicine prescriptions. Complete and maintain all relevant documentation. Advice and support patient and other health care professionals regarding pharmaceutical services including stock-taking and stock visibility system utilization.
ENQUIRIES : Ms. T. Shabangu Tel No: (011) 725 3206/082 926 0187
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.
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: 20 March 2020

POST 08/91: SENIOR AUXILIARY WORKER
Directorate: Logistic and Support

SALARY: R145 281 - R171 138 per annual (plus benefits)
CENTRE: Tara the H. Moross Centre, Sandton
REQUIREMENTS: Minimum qualification Grade 10, and 5 years’ experience in crèche ECD certificate or Grade12 plus ECD certificate and 2 years’ experience. Computer literacy. Good interpersonal relations and communication skills. Must be able to cope with the Physical demands of the position and long working hours. Be able to work in a team and under pressure. Be able to rotate when required. Knowledge of Batho Pele principles and customer care.

DUTIES: Promote and implement early child learning development programmes. Knowledge of child care and feeding nutrition. Understanding of health legislation and the Child Act Disciplinary Code and Procedures on Management and Supervision of the child-minders work. Ensure that children are safe and protected at all the times. Checking and monitoring of register, compilation of weekly, monthly reports and work plans. Collection of revenue and making follow up on outstanding crèche fees. Attend meetings. Admission of new children to crèche. Completing performance contracts, training and staff development. Teaching Grade RR. Ordering of groceries and cleaning materials. Ensure the overall functioning of the crèche and any other duties as directed by the Supervisor.

ENQUIRIES: Ms. N.P Lekhade Tel No: (011) 535 3132
APPLICATIONS: must be delivered to: Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara the H. Moross Centre Private Bag x7, Randburg 2125.

NOTE: People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE: 13 March 2020

POST 08/92: FOOD SERVICE AID SUPERVISOR) REF NO: SBAH 20/2020
Directorate: Patient Administration and Logistics

SALARY: R145 281 per annum (Level 04) plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 10 with minimum of 5 years’ experience or Grade 12 with minimum of 3 years’ experience in a hospital or other large scale Food Service environment. An appropriate qualification in Food Service supervision will be an advantage. Good verbal, writing and communication skills. Have basic numeric and computer skills. Must have the ability to work under pressure and have leadership, decision making, good problem solving and supervisory skills. Must have the ability to discipline staff members under his/her supervision. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an advantage. Must be able to works shifts, weekends and public
holidays and rotate inside the unit in various areas. Accept and perform additional tasks as given to you by Food Service Management.

**DUTIES**

- Supervising of Food Service Aids under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions.
- Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Monitoring and reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meetings as scheduled.

**ENQUIRIES**

Mr. F. Monama Tel No: (012) 354 1421

**APPLICATIONS**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

**CLOSING DATE**

13 March 2020

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**POST 08/93**

PORTER SUPERVISOR REF NO: SBAH 21/2020

**DUTIES**

- Ensure visibility of porters at the front entrance to support patients walking with difficulty.
- Ensure control of equipment's i.e. wheel chairs to be recorded in daily control sheet.
- Improve the image of porters to display courtesy, respectful, friendly to patients and public members.
- Handing over from night shift to day shift and vice versa should be done effectively, keep telephone manners at all times, filing of daily work activities in porters control sheet or book.
- Ensure disciplinary actions are enforced to discipline worker. Ensure workers wear uniform and hospital ID cards at all times when on duty and complete shift allowance claims are submitted on time.

**ENQUIRIES**

Mr. F. Monama Tel No: (012) 354 1421

**APPLICATIONS**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

**CLOSING DATE**

13 March 2020

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**POST 08/94**

DRIVER REF NO: WRD/2020/02/04

**DUTIES**

- Follow procedures to operate motor vehicles. Obtain trip authorities, complete log books of motor vehicles prescribed by legislation/policy. Obtain
consumables and obtain basic services. Inspecting vehicles and reporting
faults to transport manager timorously check level and conditions of fuel, oil,
tires and water of vehicles. Perform messenger functions and routine office
support functions as well as registry functions. Assist with loading and
offloading of goods. Promote proper handling, safekeeping and control of
vehicles.

ENQUIRIES : Mr. Dipale R.V Tel No: (018) 787 – 9907
APPLICATIONS : should be hand delivered to West Rand District Health, Krugersdorp or
posted to West Rand District Health, Private Bag X 2053, Krugersdorp,
1740.

NOTE : Applications must be submitted on a Z83 form, obtainable for any Public
Service Department. The completed and signed form should be
accompanied by recently updated CV as well as certified copies
Qualifications and ID documents (No copies of certified copies allowed,
certification should not be more than three (3) Months old) NB! Attach
certified copies of your qualifications, identity book, curriculum vitae, and
Z83. Failure to submit all requested documents will result in the application
not being accepted. The department of health is guided by the principles of
Employment Equity. People with disability are encouraged to apply. NB: The
incumbent will be subject to a pre-screening process.

CLOSING DATE : 13 March 2020 at 12H00

POST 08/95 : DRIVER REF NO: ODI/21/02/2020/03
SALARY : R122 595 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Candidate must be in possession of Grade 12 with a Code 10/C1 driver’s
licence and a valid PDP. Three years’ experience as a driver. Good
communication skills and be able to work in a team. Be prepared to shift,
weekends and public holidays. Be able to read and write. Have good
customer care.

DUTIES : Execute all authorised trips for staff, documents and other requirements to
and from various destination points. Ensure safe keeping of transport
records such as log books and trip authorities. The driver must report all
accidents and minor defects immediately to the Transport Officer. Complete
vehicle log book. Ensure that the key and petrol cards are kept in the
lockable safe. Wash and keeping state vehicle clean and tidy all the times.

ENQUIRIES : Mr. W Sethosa Tel. No: (012) 725 2360
APPLICATIONS : Applications must be submitted on form Z83, obtained from any Public
Service Department. The completed and signed forms should be
accompanied by a recently CV as well as certified copies of all qualifications
and ID document (no copies of copies allowed. Certified copies should not
be more that than six months old. Kindly forward your application to: Odi
District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi
District Hospital Private Bag x509, Mabopane.0190.

CLOSING DATE : 20 March 2020

POST 08/96 : GENERAL ASSISTANT REF NO: WRD/2020/02/05 (X40 POSTS)
Directorate: Admin and Support
SALARY : R102 534 per annum (plus benefits)
CENTRE : West Rand District Health
REQUIREMENTS : Grade 10 or Abet & cleaning experience. Possess good communication
skills; be able to work shifts, including weekends & public holidays. Be able
to rotate when required. Honest & reliable, team player.

DUTIES : Cleaning of facilities; perform any other delegated duties, ensure cleanliness
of the facility in line with ideal clinic prescripts, proper infection prevention
control, ensure patience safety and security within the facility. Adhere to
waste management policy.

ENQUIRIES : Mr. AM Tiro.Tel No: (011) 953 4515
APPLICATIONS: should be hand delivered to West Rand District Health, Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies of Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application. People with disability are encouraged to apply. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE: 13 March 2020, 12H00

POST 08/97: PROPERTY CARE-TAKERS REF NO: ODI/21/02/2020/04 (X2 POSTS)

SALARY: R102 534 per annum (plus benefits)

CENTRE: Odi District Hospital

REQUIREMENTS: Grade 09 or ABET level 4 with one year’s hospital experience in formal cleaning environment/ ground. Physically strong and healthy status. Ability to cope with the physical demands of the post and under various weather conditions. Ability to work in a team and under pressure. Rotation to different relevant areas when need arises. Good interpersonal and communications skills, positive attitude and innovations in gardening.

DUTIES: Maintenance and development of hospital grounds and garden. Cleaning the surroundings. Prepare soil for planting, maintenance of trees, flowers, shrubs and plants. Watering of gardens, maintain/clean parking area and pathways. Moving of assets. E.g. furniture when delegated. Take care of garden machinery and equipment’s.

ENQUIRIES: Ms. AC Ramolumisi Tel No: (012) 725 2416

APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE: 20 March 2020

POST 08/98: STORE ASSISTANT REF NO: ODI/21/02/2020/05

SALARY: R102 534 per annum (Level 02) (plus benefits)

CENTRE: Odi District Hospital

REQUIREMENTS: Grade 09 or ABET level 4. Ability to read and write. Good communication skills and ability to work under pressure.


ENQUIRIES: Ms. MMD Dikeme Tel No: (012) 725 2437

APPLICATIONS: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

CLOSING DATE: 20 March 2020
DEPARTMENT OF SOCIAL DEVELOPMENT

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

NOTE

Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 08/99 : CHIEF DIRECTOR: SOCIAL WELFARE & SPECIALIST SOCIAL SERVICES REF NO: SD/2020/02/01

SALARY : R1 251 183 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE : Head Office (Social Welfare and Specialist Social Services)


DUTIES : To provide Strategic coordination of Social Welfare and Specialized Social Services in the Department. Provision of strategic coordination of the following programmes: Children and Families, Social Welfare Services (Older Persons, Disability and HIV & AIDS), Restorative Justice Services (Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation), Early Childhood development and School Social Work. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects.

ENQUIRIES : Mr H Pillay Tel No: (011) 227 0067

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanang Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION : Mr Hayden Pillay Tel No: (011) 227 0067

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 13 March 2020
POST 08/100  :  REGIONAL DIRECTOR REF NO: SD/2020/02/02 (X2 POSTS)

SALARY  :  R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE  :  Tshwane and Sedibeng Regional Office:
           Tshwane and (X1 Post)
           Sedibeng region (X1 Post)

REQUIREMENTS  :  Degree (NQF 7) in Social Work or equivalent qualification in respect of which a professional board has been established by the SACSSP. A minimum of 5 years’ experience at middle management level in the social welfare or community development sector, preferably in the regional environment. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). Senior Management Services Pre-Entry Certificate will be an added advantage and a valid driver’s licence. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understanding of legislative and Policy framework governing the Department’s key Service Delivery programmes and the Department’s Strategic Plans, Priorities and Service Delivery Model. People Management, Strategic Management, Project and Programme Management Skills.

DUTIES  :  To Provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To Provide strategic leadership and coordination in the implementation of Support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

ENQUIRIES APPLICATIONS  :  Ms Innocent Mantome Tel No: (011) 227 0105

FOR ATTENTION NOTE  :  The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE  :  13 March 2020

POST 08/101  :  REGIONAL DIRECTOR REF NO: SD/2020/02/03

SALARY  :  R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE  :  Sedibeng Regional Office

REQUIREMENTS  :  Degree (NQF 7) in Social Work or equivalent qualification in respect of which a professional board has been established by the SACSSP. A minimum of 5 years’ experience at middle management level in the social welfare or community development sector, preferably in the regional environment. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). A valid driver’s licence. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understanding of legislative and Policy framework governing the Department’s key Service Delivery programmes and the Department’s Strategic Plans, Priorities and Service

**DUTIES**: To Provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood Development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To provide strategic leadership and coordination in the implementation of support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

**ENQUIRIES** : Mr H Pillay Tel No: (011) 227 0067

**APPLICATIONS** : quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Mr Hayden Pillay Tel No: (011) 227 0067

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 13 March 2020
ANNEXURE N

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF EDUCATION

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: 13 March 2020

NOTE: 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. Note: 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. Preference Will Be Given To Persons from Designated Groups Including Persons with Disabilities. The Provincial Department of Education: KwaZulu-Natal Is an Equal Opportunity Affirmative Action Employer.

OTHE POSTS

POST 08/102: DEPUTY DIRECTOR: SA-SAMS AND SYSTEMS DEVELOPMENT REF NO: DOE/44/2020

Directorate: Education Management Information Systems (EMIS)

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

CENTRE: Pietermaritzburg, Head Office


DUTIES: Manage the provisions of the Education Information Policy. Monitor and manage all data collection activities. Manage SQL Server database.
Develop and maintain the Data Warehouse. Prepare reports on various processes for management & the budget for the sub-directorate. Monitor and Management of the South African School Administration and Management System (SA-SAMS). Monitor SA-SAMS training for the province. Develop internal data management policies. Develop the Business Intelligence Tool (BI). Develop and maintain new systems as required. Serve on various committees within the department. Management of data connectivity between schools and the department. Staff and resource management. Carry out & perform other tasks allocated by the management.

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

**POST 08/103**: DEPUTY DIRECTOR: LURITS, ANALYSIS AND REPORTING REF NO: DOE/45/2020
Directorate: Education Management Information Systems (EMIS)

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

**CENTRE**: Pietermaritzburg, Head Office


**DUTIES**: Manage the provisions of the Education Information Policy. Manage Data Quality Audits. Develop, implement and maintain policy on data management. Prepare statistical reports. Prepare report on various process for management & the budget for the sub-directorate. Maintain the Business Intelligence Tool (BI). Management of the Learner Unit Record Information and Tracking System (LURITS). Carry out and perform other tasks allocated by management. Serve on various committees within the department. Integration of the Business Intelligence and ArcGIS Suite. Implement the provisions of the Education Information and Spatial Data Policies. Staff and resource management.

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

**POST 08/104**: DEPUTY DIRECTOR: POLICY, RESEARCH, KNOWLEDGE MANAGEMENT AND SERVICE DELIVERY REF NO: DOE/46/2020
Directorate: Strategic Management, Monitoring & Evaluation

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

**CENTRE**: Pietermaritzburg: Head Office

**REQUIREMENTS**: A Bachelor’s degree in Public Administration or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management experience. Three years’ experience in policy, research, knowledge management or related or related fields. Competent writing and analytical skills. Good communication skills. Good computer skills. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant
prescripts. Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver’s licence. Knowledge in Policy Development will be an added advantage.

**DUTIES:**
- Gather and analyse data for policy analysis. Manage queries from the Auditor-General, Treasury and other Oversight Authorities and prepare relevant responses. Assist other sections with policy development. Develop Standard Operating Procedures for Strategic Plans, Annual Performance Plans, Quarterly Performance Plans, Annual Reports and Operational plans. Develop the Department’s Service Delivery Improvement plan. Manage Batho Pele Programmes. Manage SMME Risks and prepare risk turnaround strategies and report. Realign processes and policies to achieve organisational goals. Identify priorities of the department and communicate to the system. Liaise with the National Departments of Education. Liaise with Provincial Treasury. Prepare SMME Budget. Liaise in matrix relationship with other branches of the Department. Dissemination of Information throughout the system. Researching and reporting on policy implementation. Analyse policies and prepare reports. Realign policies to attain strategic objectives of the department. Review and comment on policies. Analyse policy and comment on implementation gaps and resource targeting. Maintain a repository of all policies and SMME documents.

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

**POST 08/105:**
- **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DOE/47/2020**
  - Directorate: Strategic Management, Monitoring & Evaluation
  - **SALARY:**
  - R733 257 per annum. (Level 11) (All-inclusive package to be structured in line with rules for MMS).
  - **CENTRE:**
  - Pietermaritzburg, Head Office
  - **REQUIREMENTS:**
  - A Bachelor’s Degree in Public Administration or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management 3 years’ experience in strategic planning or related fields. Competent writing and analytical skills. Good communication skills. Good computer skills. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant prescripts. Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver’s licence. Knowledge in Policy Development will be an added advantage.
  - **DUTIES:**
  - Prepare Annual Performance Plan. Compile Operational Plan of the Department. Prepare Strategic Plans and Priorities of the Department. Develop all other plans as deemed necessary by the Department and oversight authorities. Realign processes and policies to achieve organizational goals. Prepare revised strategic outcomes, impacts and indicators. Liaise with the National Departments of Education. Liaise with Provincial Treasury. Compile the SMME Budget. Develop managers on Strategic Planning. Gather Data. Establish targets for the Department from inputs received. Develop Standard Operating Procedures for all Strategic Planning documents and for target setting. Prepare System Reports. Prepare coffee table reading material on Strategic Planning.

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

**POST 08/106:**
- **DEPUTY DIRECTOR: LEASE AND INVENTORY REF NO: DOE/48/2020**
  - Directorate: Logistics, Assets and Disposals
  - **SALARY:**
  - R733 257 per annum (Level 11) (All-inclusive package to be structured in line with the rules for MMS)
  - **CENTRE:**
  - Pietermaritzburg, Head Office
**REQUIREMENTS**

A Bachelor’s Degree in Commerce or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills: computer (BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, ability to communicate and present issues to management. Good Computer Knowledge. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, oriented. Knowledge of Hardcat System.

**DUTIES**

To manage the Logistics, Assets and Disposals Directoractorate with regard to the management of inventory, assets and operating lease in terms of the PFMA, Treasury Regulations, KZN Education Assets Management Framework, Treasury Practice notes and other relevant legislation as well as reporting on the Interim Financial Statements, Annual Financial Statements. Ensure the management services. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Processing and authorising BAS documents and reports. Deal with logistics related queries. Attend to yearly reconciliation and amend previous years reconciliation. Supervise staff Liaising with the Districts Directors and Asset controllers. Provide Reports on the Audits of stolen and missing assets. Assist with operating lease and Inventory Management. Reconcile Assets additions per BAS to FAR. Supervise asset disposal processes and auctioning.

**ENQUIRIES**

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

**POST 08/107**

**DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DOE/49/2020**

Directorate: Logistics, Assets and Disposals

**SALARY**

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

**CENTRE**

Pietermaritzburg, Head Office

**REQUIREMENTS**

A Bachelor’s Degree in Commerce or equivalent at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills: computer (BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to communicate and present issues to management. Good Computer Knowledge. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, oriented. Knowledge of Hardcat System.

**DUTIES**

To manage the Logistics, Assets and Disposals Directoractorate with regard to the management of inventory, assets and operating lease in terms of the PFMA, Treasury Regulations, KZN Education Assets Management Framework, Treasury Practice notes and other relevant legislation as well as reporting on the Interim Financial Statements, Annual Financial Statements. Ensure the management services. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Processing and authorising BAS documents.
and reports. Deal with logistics related queries. Attend to yearly reconciliation and amend previous years reconciliation. Supervise staff Liaising with the Districts Directors and Asset controllers. Provide Reports on the Audits of stolen and missing assets. Assist with operating lease and Inventory Management. Reconcile Assets additions per BAS to FAR. Supervise asset disposal processes and auctioning.

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

POST 08/108 : DEPUTY DIRECTOR: FUNDING NORMS AND STANDARDS REF NO: DOE/50/2020
Directorate: Resource Planning

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

CENTRE : Pietermaritzburg, Head Office


DUTIES : Develop the Provincial resource targeting lists of public schools, including specials and full service schools, manage the allocation of funding to grade R and ECD centres through ECD funding norms, manage funding allocation to public schools to affiliate to association of SGBS, manage the application of the checklist to the independent schools to allocate subsidies, monitor the utilization of independent schools subsidies manage the process of payment of compensation for fee exemptions of public schools, manage and implement procedures for contestations for technical accuracy and applications for deviations.

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

POST 08/109 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE/51/2020
Directorate: Resource Planning

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

CENTRE : Pietermaritzburg, Head Office

REQUIREMENTS : A Bachelor’s Degree in Finance/Statistics or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management Competencies: Knowledge on National Education Policy Act, South African Schools Act, Public Service Act, PFMA And Other Relevant Prescripts. Good management organizing, Planning, Presentation and Report Writing Skills. Advanced computer literacy (MS Word, Excel, Access, and PowerPoint). Advanced skills in financial management and project management. Advanced skills in DATA collection, Analysis and Interpretation. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver’s licence.

DUTIES : Manage the allocation of Section 21 Functions in Public schools. Monitoring the compliance of section 21 Public Schools with SASA and NNSSF. Manage the analysis of Audited Financial Statements for Public Schools. Manage expenditure reporting for public schools. Manage compliance of all public schools with SASA, 1996 as amended on banking and budgeting. Manage the implementation of the School Funding Norms Policy...
implementation Manual. Monitor the utilisation of independent schools subsidies.

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

POST 08/110 : ASSISTANT DIRECTOR: SA-SAMS AND SYSTEMS DEVELOPMENT
REF NO: DOE/52/2020
Directorate: Education Management Information Systems (EMIS)

SALARY : R376 596 per annum (Level 09)
CENTRE : Pietermaritzburg, Head Office

DUTIES : Implement the provision of the Education Information Policy. Manage all data collection activities. Manage SQL Server database. Develop and maintain the Data Warehouse. Prepare South African School Administration and Management System (SA-SAMS) training programmes for the province. Implement internal data management policies. Develop the Business Intelligence Tool (BI). Develop and maintain new systems as required. Implement data connectivity between schools and the department. Staff management. Carry out & perform other task allocated by management.

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

POST 08/111 : ASSISTANT DIRECTOR: LURITS, ANALYSIS AND REPORTING REF NO: DOE/53/2020
Directorate: Education Management Information Systems (EMIS)

SALARY : R376 596 per annum (Level 09)
CENTRE : Pietermaritzburg, Head Office

DUTIES : Implement the provision of the Education Information Policy. Implement Data Quality Audits. Implement policy on data management. Prepare statistical reports. Maintain the Business Intelligence Tool (BI). Manage the Learner Unit Record Information and Tracking System (LURITS). Carry out
and perform other tasks allocated by management. Integration of the Business Intelligence and ArcGIS Suite. Implement the provisions of the Education Information and Spatial Data Policies. Staff management.

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

**POSTS 08/112**: ASSISTANT DIRECTOR: STRATEGIC REPORTING REF NO: DOE/54/2020

Directorate: Strategic Management, Monitoring & Evaluation

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

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: A Bachelor’s Degree in Public Administration or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management 3 years’ experience in strategic reporting or related field, Competent writing & analytical skills. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Services Management Act & All other relevant prescripts, Strategic Leadership & analytical skills, Strong verbal & written communication skills, reporting & presentation skills, Interpersonal skills, Problem solving & project management skills, Computer literacy (MS Word, Excel, Access & PowerPoint). A Valid driver’s licence, knowledge of Balance Score Card System will be an added advantage.

**DUTIES**: Compile a framework for strategic reporting, develop standard Operating Procedures for Strategic Reporting, Co-ordinate & manage the activities of the Reporting Forum, Assist in Developing all strategic reports, Collect information for preparation of all Oversight Reports, Collects, collate & consolidate information Annual Reports, Collect, collate & consolidate information for Quarterly Performance Reports, Collect, collate & consolidate information foe Quarterly Operational Report, Gather relevant data from various sources, Report on Performance on a Quarterly basis, liaise with the national Department of education, Manage the eQPR system, quality assure all performance reports, liaise with Provincial Treasury, Assist with The preparation of the SMME Budget, conduct education economic data processing, Liaise in matrix relationship with other Branches of the department as well as oversight authorities, Assist Branches in compilation of Reports, Prepare System Report, Establish & maintain a repository of all strategic reporting documents.

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

**POST 08/113**: ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DOE/55/2020

Directorate: Strategic Management, Monitoring & Evaluation

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

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: A Bachelor’s Degree in Public Administration or equivalent at NQF Level 6 coupled with five years’ work experience of which 3 years must be in supervisory level 3 years’ experience in strategic planning or related fields, Component writing & analytical skills. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant prescripts, Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver’s licence. Knowledge of Balance Score Card System will be an added advantage.

**DUTIES**: Assist in developing all strategic planning documents, Collect information for preparation of Annual Performance Plan. Collect, collate and consolidate information for the Operational Plan of the Department. Collect, collate and consolidate information for strategic Plans and Priorities of the Department. Collect, collate and consolidate information for all other plans as deemed necessary by the Department and Oversight authorities. Realign processes
and policies to achieve organizational goals. Prepare revised strategic outcomes, impacts and indicators. Liaise with the National Departments of Education. Prepare SMME Budget, Liaise with budget to ensure budget address strategic priorities. Liaise with Provincial Treasury, Develop managers on Strategic Planning. Gather Data and establish a reliable data bank, Collect information for target setting. Develop Standard Operating Procedures for all Strategic Planning documents and for target setting. Prepare System reports, maintain a repository of all strategic planning documents.

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

POST 08/114: ASSISTANT DIRECTOR: LEASE AND INVENTORY REF NO: DOE/56/2020
Directorate: Logistics, Asset and Disposals

SALARY: R356 289 per annum (Level 09)
CENTRE: Pietermaritzburg, Head Office
REQUIREMENTS:
A Bachelor’s Degree in Commerce or at NQF Level 6 coupled with five years work experience of which 3 years must be in supervisory level. Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills - computer (PERSAL, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. To provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management.

DUTIES:
Provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management. Attend and investigate corresponence relation to the asset Register. Manage and maintain the departments asset Register. Provide clarity on the on the Auditor General Findings. Reconcile Assets additions per BAS to FAR. Liaising with the Districts Directors and Asset controllers. Perform Personnel Management. Provide Logistics, services with regards to Disposal Services. Consolidate, manage the evaluate the asset life cycle and supervise Staff.

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

POST 08/115: ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOE/57/2020
Directorate: Logistics, Asset and Disposals

SALARY: R356 289 per annum (Level 09)
CENTRE: Pietermaritzburg, Head Office
REQUIREMENTS:
A Bachelor’s Degree in Commerce or equivalent coupled at NQF Level 6 coupled with five years’ work experience of which 3 years must be in supervisory level Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills - computer (PERSAL, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. To provide asset Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management.
solving analytical thinking, Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. To provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management.

**DUTIES**: Provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Provide clarity on the on the Auditor General Findings. Reconcile Assets additions per BAS to FAR. Liaising with the Districts Directors and Asset controllers. Perform Personnel Management. Provide Logistics, services with regards to Disposal Services. Consolidate, manage the evaluate the asset life cycle and supervise Staff.

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

**POST 08/116**: ASSISTANT DIRECTOR: FUNDING NORMS AND STANDARDS REF NO: DOE/58/2020
Directorate: Resource Planning

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

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: A Bachelor’s Degree in Finance/Statistics or equivalent qualification at NQF Level 6 coupled with five years’ work experience of which 3 years must be in supervisory level. 3-years’ experience on the job training in Data collection, Training in Ms Excel, Ms access and Ms Word. Basic Accounting and Financial management training. Analytical thinking. Competencies: Knowledge of South African School Act, KZN School Funding norms implementation manual. Experience in monitoring of schools. Knowledge of administrative duties and supervision. Good Interpersonal skills, Valid Driver’s License.

**DUTIES**: Develop resource targeting list for Public ordinary schools, including special and full service schools, sorted from poorest to the least poor. Allocate subsidies to independent schools, monitor the utilization of independent schools subsidies. Budget allocation for Grade R classes in public schools and funding ECD centres. Implement fair and transparent procedures to deal with contestation for technical accuracy and deviations applications. Compensate schools that have exempted parents from payments of school fees.

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

**POST 08/117**: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE/59/2020
Directorate: Resource Planning

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

**CENTRE**: Head Office, Pietermaritzburg

**REQUIREMENTS**: A Bachelor’s Degree in Finance/Statistics or equivalent qualification at NQF Level 6 coupled with five years’ work experience of which 3 years must be in supervisory level. 3-years’ experience on the job training in Data collection. Training in Ms Excel, Ms Access and Ms Word. Basic Accounting and Financial Management Training, analytical thinking. Knowledge of South African Schools Act, KZN School Funding Norms. Implementation manual, experience in monitoring of schools. Knowledge of Administrative duties and supervision, good interpersonal skills, Computer Literacy Valid Driver’s license.

**DUTIES**: Implement procedures to allocate Section 21 Functions to public schools. Monitoring of compliance of Section 21 public schools with SASA and NNSSF. Monitoring of compliance of Non Section 21 Public Schools with SASA and NNSSF. Analyse schools reports on utilisation of the school...
allocation vis-à-vis budgeted expenditure and Departmental Guidelines. Implement procedures for compliance of public schools with SASA requirements on banking and budgeting. Facilitate the implementation of the School Funding Norms Policy Implementation Manual. Monitor the utilisation of Independent schools subsidies.

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

POST 08/118
SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DOE/60/2020
Directorate: Legal Services

SALARY: R473 820 per annum
CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS
The Applicant must be in possession of an LLB a recognized Law Degree coupled with eight (8) years appropriate post qualification experience. Admission as an Attorney/Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/ Administrative Law and Labour Law will be an added advantage. Competencies: The Applicant must have broad knowledge of the Constitution of South Africa, Administrative Law, Promotion of Administrative Justice Act (PAJA), The Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Interpretation of Statutes, Laws of Civil procedure, Education Laws and Policies, Labour Law, Laws and Policies relating to the public Sector including the PFMA, Treasury Regulations and other Prescripts. Good Planning & organising, problem solving & analytical thinking, research, policy formulation & management skills, Creativity Interpretation & application of policies/ legislation project management & negotiation skills. Communication (Verbal & written) & interpersonal skills. Computer Literacy (Ms World, Ms Excel, Ms Access, PowerPoint etc.). The Applicant must have the Ability to work independently.

DUTIES
The incumbent will be responsible for rendering legal support to the Department which will include the following: Attending to Civil and labour litigation, Management and Overseeing of all functions relating to civil and Labour litigation on behalf of the department. Liaising with the State attorney, officials and other Organs of State, Determining liability on losses and damages to state property, Researching and drafting of legal opinions, Drafting and editing of contracts/agreements, Overseeing & conducting research on all matters relating to Legal compliance issue. Managing the drafting & amendments to legislation, regulations & policies. Providing advice & opinions on all legal matters e.g. contracts and agreements. Providing guidance and assistance in matters relating to the implementation of the PAIA, PAJA and POPIA. Be part of task teams, conduct legal education which will include workshops. Supervising and managing junior officials. Providing support in the institution of criminal proceedings, where applicable. Representing the Department of Committees and meetings, providing general legal support to the Department to ensure that the goals of the Department are achieved.

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

APPLICATIONS: should be sent by post for the attention of Mr. P.B.V. Ngidi. 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.

DEPARTMENT OF HEALTH

POST 08/119
MEDICAL SPECIALIST GRADE 1 – 3 (OBSTETRICS & GYNAECOLOGY)
REF NO: PMMH/SPEC/O&G/01/2020 (X1 POST)

SALARY
Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary). Commuted overtime (conditions apply) the incumbent in the post would be required to enter into a performance contract for commuted overtime.

**CENTRE/EQUIPMENT**
- Prince Mshiyeni Memorial Hospital – Obstetrics & Gynaecology

**REQUIREMENTS**
- MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal speciality (Obstetrics & Gynaecology). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal speciality (Obstetrics & Gynaecology). Proof of current registration as a Medical Specialist with HPCSA.

**DUTIES**
- Run speciality clinics.
- Provide in-patient and out-patient clinical services.
- Assist with undergraduate and post-graduate training.
- Maintain clinical, professional and ethical conduct.
- Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision.
- Training staff and promote on-going staff development in accordance with individual and departmental needs.
- Maintain satisfactory clinical, professional and ethical standards in the department.
- Performance of overtime duties is a requirement (after hours and weekends).

**ENQUIRIES**
Dr NR Maharaj Tel No: (083)797 8111/9078111

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

**FOR ATTENTION**
Mrs J Murugan

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

**CLOSING DATE**
13 March 2020

**POST 08/120 MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 12/20**
Component – Anaesthesia and Critical Care

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

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural Allowance is payable for periods of time working at Edendale Hospital only.

**CENTRE/EQUIPMENT**
- Greys Hospital

**REQUIREMENTS**
- MBCHB Degree or Equivalent Qualification plus Current Registration with the Health Professional Council of South Africa as a Medical Practitioner in Anaesthetics. NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service.
obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. Grade 1: Qualifications: Diploma in Anaesthetics Experience: 6 months experience in anaesthetics at a hospital recognized for DA training. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. DA will be an advantage. Applicants who only complete Community Service time in February 2019 may apply on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA. Grade 2: Qualifications: Diploma in Anaesthetics Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. 1 year experience in Anaesthesia at a recognized DA training facility OR Completion of registrar time in Anaesthesia and registered for M.Med Anaesthetics and not yet registerable as a specialist (ie. Suitable for end of time registrars) Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Qualifications: Diploma in Anaesthetics Experience: 10 years’ experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. 4 years’ experience in Anaesthesia OR Completion of registrar time in Anaesthesia and registered for M.Med Anaesthetics and not yet registerable as a specialist (ie. Suitable for end of time registrars) Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia. Recommendations: Possession of the Fellowship of Anaesthesia Part 1 and or Part 2 examinations will be an advantage. Work experience in a major hospital and/or in a registrar program will be an advantage. ATLS, APLS, and ACLS will be an advantage. Knowledge, Skills, Training and Competence Required Participation in the After Hours call system is essential Medical Practice at a level commensurate with the Grade of appointment Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiology and statistics. Duties: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg To perform appropriate preoperative examination and optimisation of patients for planned surgery To provide safe and appropriate anaesthesia during surgery To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected
to rotate through all hospitals in Pietermaritzburg Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes Participate in relevant training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations To participate in Outreach services in the drainage area of Edendale hospital as appropriate to their grade of qualification and experience To maintain a logbook of clinical duties.

ENQUIRIES: Dr Z. Farina Tel No: (033) 897 3412
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION: Mr KB Goba
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS12/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE: 13 March 2020
POST 08/121: MEDICAL OFFICER GRADE 1, 2, 3 ORTHOPAEDICS REF NO: GS 10/20
Component – Orthopaedics

SALARY: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years’ experience after registration with
the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation Knowledge, Skills, Training and Competency Required Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics Good decision making, analytical and communication skills Computer Literacy

**DUTIES**

Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance/Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.

**ENQUIRIES**

Dr ME Senoge Tel No: (033) 8973299

**APPLICATIONS**

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

**FOR ATTENTION**

Mr KB Goba

**NOTE**

Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS10/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPO). African Males Are encouraged to apply.

**CLOSING DATE**

13 March 2020

**POST 08/122**

MEDICAL OFFICER GRADE 1, 2, 3 PAEDIATRICS REF NO: GS 11/20

Component – Nursing

**SALARY**

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

**CENTRE**

Greys Hospital, Pietermaritzburg

**REQUIREMENTS**

MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice, Prior clinical care experience in Paediatrics & Child Health will be considered as an advantage at short-listing. Grade 1: Experience: as per minimum requirements for this specialized service. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed ONLY after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately to maintain clinical services.
Grade 2: Experience: as per minimum requirements for this specialized service and 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: as per minimum requirements for this specialized service and 10 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years 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 performing community service as required in South Africa. Recommendation: Knowledge, Skills And Experience: Diploma in Child Health (will be an added advantage) Knowledge, Skills And Experience: Relevant medical knowledge, with Paediatrics and Child Health focus Specific knowledge of Paediatric conditions Skills and competence at procedures and care in children Current health and public service legislation, regulations and policy Medical ethics, epidemiology and statistics

DUTIES:
Will cover clinical care, scholarship, professionalism, clinical governance and administration & management. Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey’s, Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development Assist and participate in research activities/projects as defined within the department Assist with the administration and management of the Unit one is allocated to.

ENQUIRIES:
Dr BL Dhada Tel No: (033) 897 3264

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

FOR ATTENTION:
Mr KB Goba

NOTE:
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 11/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE:
13 March 2020

POST 08/123:
DEPUTY MANAGER NURSING REF NO: EB4/2020 (X1 POST)

SALARY:
R843 618 – R949 482 per annum (All-inclusive packages consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules)

CENTRE:
East Boom Community Health Centre

REQUIREMENTS:
National senior certificate/Grade 12 or equivalent, Degree/Diploma in Nursing Administration, Current SANC annual registration (2019), A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and
midwifery. At least 5 years of the period referred to must be appropriate/recognizable experience at Management level, Diploma in PHC/ Diploma in Community Health, Valid Driver’s License, Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource, Applications in possession of a foreign qualification must attach the evaluation certificate from the SAQA to their application, Recommendation Computer Literacy Knowledge, Skills, Trainings And Competencies Required For The Post: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework: Nursing Act, Health Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety act, Patients’ Rights, Batho Pele Principles, Leadership, management, planning, Organizing, decision making, delegate, problem solving, discipline, control, Effective Co-ordination skills, mentorship and report writing skills, Clinical competencies and policy formulation skills, Knowledge of nursing care delivery approach, Good verbal and written communication skills, Mentorship and supervisory skills, Computer literacy, DHIS and TIER.NET, Knowledge and understanding of Human Resource and Financial practices.

**DUTIES**

Provide leadership a strategic direction in the Nursing Component, Strategic leadership, delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care, To execute duties and functions with proficiency in support of aims and strategic objectives of the institution and of the Department of Health, Knowledge of nursing care processes, procedures, nursing statuses and other relevant legal framework such as: Nursing Act, health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health & Safety Act, Patients’ Rights, Batho Pele principles, etc., Mentorship and Supervisory skills, Represent Nursing Component in the senior Management Team, To demonstrate CHC commitments to quality nursing care and ensure compliance with national core standards/ideal clinic, Advocate and ensure the promotion of nursing ethos and professionalism, To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources, Deal with disciplinary and grievances matters, To ensure provision of effective and efficient infection control services in the institution and affiliate primary, health care services, monitoring and evaluation of patients care delivery in the institution, initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care, Development/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. inter-professional, inter-sectoral & multidisciplinary teamwork), Formulation and implementation of nursing guidelines, practices, standards & procedures.

**ENQUIRIES**
Dr S Chetty Tel No: (033) 264 4900

**APPLICATIONS**
to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201.

**FOR ATTENTION**
Mr. G Sokhela

**NOTE**
Target Group for This Post Is an African Male

**CLOSING DATE**
13 March 2020

**POST 08/124**
MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NKAH 04/2020 (X3 POSTS)
Department: Medical Component

**SALARY**
Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum
Other Benefits: Fixed Overtime (Conditions apply, 18% In-hospitable allowance Other Benefits: Fixed Overtime (Conditions apply), 18% In-hospitable allowance

**CENTRE**
Nkandla District Hospital
REQUIREMENTS:

Grade 1: Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One 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. Grade 2: Appropriate qualification in the Health Science – MBCHB plus 5 years’ experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Appropriate qualification in the Health Science – MBCHB plus 10 years’ experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years’ relevant experience after registration as a Medical Officer 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. Proof of previous and current employment endorsed and signed by Human Resource Department (Certificate of Service). All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities

Ability to diagnose and manage common medical and surgical conditions, including emergencies at district hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within the team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Ability to function as a part of team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.

DUTIES:

Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care. Assessment, investigation and management of patients care in Clinics, Wards and ICU, including after-hour service. Participate in Quality Assurance/Audit and statistics and information acquisition and review. To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and perform duties – functions that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical condition pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and services are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV- AIDS and Tuberculosis using the available departmental guidelines.

ENQUIRIES:

Dr. JN Ikwegbue Tel No: (035) 833 5031

APPLICATIONS:

should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

FOR ATTENTION:

Mrs. SG Masikan

NOTE:

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional
Registration 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African Females are encouraged to apply.

CLOSING DATE: 13 March 2020

POST 08/125 MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 43/2020 Orthopaedics Department

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

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

CENTRE:
Ngwelezana Tertiary Hospital

REQUIREMENTS:
Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community service. Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to perform Community service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications Authority (SAQA) to their qualification. Grade 3: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 11years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to perform Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications Authority. Extensive medical and Anaesthetic knowledge and sound clinical skill. Knowledge of health care system and

DUTIES: Provision of quality patient centred care for all patients within anaesthetics unit. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department provision of after hour’s services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, units rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meeting, workshops and training courses as directed by the Head of Departmental. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

ENQUIRIES: Dr P.D Rollinson Tel No: (082) 474 9246

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.

FOR ATTENTION: Mr MP Zungu

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE: 13 March 2020 (Late applications will not be accepted)

POST 08/126: OPERATIONAL MANAGER (NTININI CLINIC) REF NO: CJMH 02/2020

SALARY: R562 800 – R633 432 per annum. Other Benefits 13th Cheque Rural Allowance is compulsory Homeowner's allowance must meet prescribed requirements

CENTRE: Charles Johnson Memorial Hospital

REQUIREMENTS: Grade 12/Senior certificate an appropriate B Degree/Diploma in General nursing and Midwifery and 1 year course in Clinical health assessment and care. Minimum of 9 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1-year post-basic qualification in Clinical Health assessment, treatment and Care accredited with the SANC. Proof of registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Proof of current registration with SANC receipt 2020. Certificate of service signed by the HR Manager must be attached. Knowledge, Skills Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health

**DUTIES**: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the PHC Core package, norms and standard and ideal Clinic Realization. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control and perform consequence management where necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs and requirements. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, and analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

**ENQUIRIES**: Mrs. M.Z.Khanyile Tel No: (034) 271 6406

**APPLICATIONS**: should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu Private Bag X5503 Nqutu 3135.

**FOR ATTENTION**: Human Resource Manager

**NOTE**: Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE**: 13 March 2020, 16H00

**POST 08/127**: OPERATIONAL MANAGER NURSING: SPECIALTY REF NO: MBO 04/2020) (X1 POST)

**SALARY**: R562 800 per annum

**CENTRE**: Mbongolwane District Hospital (Maternity)

**REQUIREMENTS**: Grade 12/Matric certificate. Degree or Diploma in General Nursing. Post basic Nursing qualification with at least one (1) year accredited with SANC in Advanced Midwifery. Current registration with SANC 2020. A minimum of nine (9) years appropriate experience in nursing after registration as a Professional Nurse. At least five (5) years referred above must be appropriate/ recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant Specialty. Certificate of service endorsed by Human Resource Management. Proof of current and previous experience endorsed by Supervisor. Knowledge, Skills, Training and Competencies required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues
including more complex report writing when required. Work as a part of multi-disciplinary team at unit level to ensure nursing care by nursing team. Work efficiently and amicable at a supervisory level with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleague’s to ensure proper nursing service in the unit. Understand and in-depth understanding of nursing and related legal and ethical nursing practice and how this impacts on service delivery.

**DUTIES**

- Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of human and financial resources. Efficient integrated implementation of appropriate packages of care to ensure good outcomes in Maternal, Child and Women’s Health. Provision of effective support to nursing services. Facilitate implementation of recommendations and information from perinatal mortality meetings. Maintain professional growth/ethical standards and self-development Coordination of the provision of effective training and research. Develop/establish and maintain constructive relationships with the multi-disciplinary team. Management of complaints and patient safety incidents.

**ENQUIRIES**

Mrs BRS Ngxongo Tel No: (035) 4766242 ext. 204

**APPLICATIONS**

All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

**FOR ATTENTION**

Human Resource Practices

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE**

13 March 2020

**POST 08/128**

OPERATIONAL MANAGER: PAEDS REF NO: NKAH 03 / 2020 (X1 POST)

Department: Nursing Department

**SALARY**

R562 800 – R633 432 per annum. Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.

**CENTRE**

Nkandla District Hospital

**REQUIREMENTS**

Senior Certificate (Grade 12). Degree/National Diploma in nursing that allow registration with the SANC as a Professional Nurse and midwifery. Proof of registration with SANC as General Nurse and Midwife. Post basic qualification with duration of at least 1 year in Child Nursing Science accredited with SANC. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing of which at least five (05) years must be an appropriate experience after obtaining the one (01) year post basic qualification in Child Nursing Science. Current SANC receipt (2020). Proof of current and previous working experience endorsed by Human Resource
Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities

- Ability to implement National Core Standards.
- Excellent communication skills, human relations and ability to teach and train staff within a team.
- Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES: Execute duties and functions with proficiency as well with proficiency legislation. Provide quality patient care through safety standards, policies and procedures. Ensure overall management and necessary support for effective functioning of the unit. Evaluate patient care programmes from time to time and make proposals for improvement. Ensure compliance to National Core Standards (NCS’s). Ensure effective utilization of all resources. Ensure direct and indirect supervision of personnel under your unit. Manage and monitor EPMDs for staff. Deal with staff related matters e.g. discipline and grievance procedures. Ensure regular meetings are conducted i.e. CHILD PIPP meetings, unit meetings, etc. Attend meetings outside the institution according to the needs identified. Attend to staff and patients complaints and intervene to resolve them. Develop skills to empower all staff member in the unit.

ENQUIRIES: Mrs. SJ Nguse Tel No: (035) 833 5047

APPLICATIONS: Applications should be directed to: The Human Resource Manager: Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department, Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

FOR ATTENTION: Mrs. SG Masikane

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African Males are encouraged to apply.

CLOSING DATE: 13 March 2020
POST 08/129 : OPERATIONAL MANAGER NURSING SPECIALTY (OPERATING THEATRE) REF NO: MS/032020 (X1 POST)

Re-Advertisement

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

CENTRE : Mseleni Hospital

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

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

ENQUIRIES : Mrs. T.R Sibisi Tel No: (035) 574 1004

APPLICATIONS : should be forwarded to: The Assistant Director HRM Mseleni Hospital P.O Sibhayi, 3967.

NOTE : Directions to the candidates: The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department OR from website- www.kznhealth.gov.za Certified copy of highest educational qualifications – not copies of certified copies Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/01/2018 NB: Failure to comply with above instructions with disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledge, however, they will be advised of the outcome of their applicants, in due course If notification of an interview is not received within three (3) months after the closing date, candidates my regards their application an unsuccessful. The Department will not be liable where applicants use incorrect /no reference Number (s) on their applications. (This Department of an interview is an equal opportunity, affirmative action employer, whose,
aim is to promote representatively in all levels of all occupational categories in the Department).

CLOSING DATE : 19 March 2020

POST 08/130 : OPERATIONAL MANAGER REF NO: TCHC 06/2019 (X1 POST)

SALARY : R562 800 – R633 432 per annum. Other Benefits: 13th cheque, medical aid (optional) GEHS (employee must meet prescribed requirement)

CENTRE REQUIREMENTS : KZN Health - Tongaat Community Health Centre

Senior Certificate/Grade 12. 2. Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2019 receipt). A minimum of 09 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

DUTIES : Promote quality nursing care as directed by the professional scope of practice and standards determined by the Department of Health, Provision of quality Chronic Services (HIV/TB/ and Non-communicable Disease) through a comprehensive Primary Healthcare Approach. Ensure planning, organizing, monitoring and evaluation of objectives of the unit and the Department of Health. Demonstrate an understanding of Human Resource and Financial Management practices and procedures. through the effective monitoring and control of all resources within the unit Ensure an effective, efficient Data Management system in place monitoring daily weekly and monthly targets Demonstrate a clear understanding and implementation of Siyenza and Universal Test & Treat, monitoring the indicators which measure the Priority Programs Coordinate Health Awareness on Priority Programs within the facility and community according to Health Calendar Implement EPMDS evaluation of staff, formulate training programs and facilitate training and development of staff. Ensure effective span of control through direct and indirect supervision of all staff within the nursing department, give guidance and exercise control of discipline. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Demonstrate effective communication with patients, supervisee’s and the multidisciplinary team and working effectively and amicably at supervisory level with persons of diverse intellectual cultural, racial or religious differences. Ensure implementation of Norms and Standards, Ideal Clinic Realization & Maintenance as per the legal prescripts. Ensure compliance with all National, Provincial, Professional prescripts and Clinical Governance in order to render safe quality patient service and improve client satisfaction and safety. Provide a safe, therapeutic and hygienic environment as laid down by the Health Act and Occupational Health and Safety Act, Infection Prevention and Control and all other applicable prescripts.

ENQUIRIES : Mr S M Nkosi Tel No: (032) -944 5054 ext.204

APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Tongaat Community Health Centre, Private Bag x07, Tongaat 4400.

NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be
submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 02/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only.

NB: African Male are encouraged to apply.

CLOSING DATE : 13 March 2020

POST 08/131 : ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION SERVICES REF NO: VRH 01/2020
Component: Monitoring and Evaluation Management

SALARY : R562 800 per annum. Other Benefits: 13th Cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed Requirements and Rural Allowance 12%.

CENTRE REQUIREMENTS : Vryheid District Hospital
Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent that allows registration with the SANC as Professional Nurse, Current registration with SANC as Professional Nurse, A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Unendorsed valid Code B driving licence (Code 08). Proof of current/previous work experience endorsed and stamped by the employer/s must be attached. The Employment Equity Target is an African male. Knowledge, Skills, Training and Competencies required:-The incumbent of this post will report to the Chief Executive Officer: Knowledge of the legislative, policy and M&E Framework informing health services delivery. Knowledge of legislation and planning framework. Knowledge of hospital quality assurance. Knowledge of infection control practices. Knowledge of Health Facility functions and operations, Understand HR policies and practices and staff relations. Knowledge of DHMIS policy, SOP and relevant information system. Understanding of Financial Management. Knowledge of Data Management. Knowledge of M&E principles .Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills. Planning and organizational skills. Project management skills. Financial management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Research skills. Human resource management skills. Ability to compile concise reports. Advance facilitation skills to manage consultation. Have the ability to prioritise issues and other work related matters in order to comply with time frames set.

DUTIES : Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Provide a platform for M&E reports to be discussed by the management team (including sub-districts) and feeder clinics. Implement the M&E framework at facility level and monitor implementation at feeder clinics. Plan and coordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, data Management Policy & SOP, Quality Assurance and Infection Prevention & control policy guidelines. Monitor Research activities in the institution to ensure compliance to Provincial Research Policy. Identify areas of research based on monitoring and analysis. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Coordinate functions of HIT (Health
Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the District early warning system. Compile the monthly, quarterly and annual reports with inputs from other departments within the hospital. Compile monthly, quarterly, ad-hoc reports for stakeholders. Ensure that institutional plans are in place, and aligned with the District Health Plan. Coordinate the development of the operational plan in the institution with input from all departments in the facility. Ensure all plans for all departments are in place. Monitor implementation of plans against determined objectives or targets. Facilitate and coordinate planning sessions. Ensure alignment of plans with APP and DHP and DHER. Participate in the DHP as well as DHER sessions. Ensure planning M&E support to all departments in the institution as well as feeder facilities. Mentoring of relevant staff. Create and enabling environment for planning, monitoring and reporting of activities. Ensure skills development for staff responsible for Planning, Monitoring and Reporting at feeder facilities and the institutions. Visit feeder facilities and monitor planning, monitoring and evaluation activities. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Co-ordinate and prepare the business plan for the component. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Check and approve all expenditure related activities of the component. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Manage assets of the component. Ensure that quality control systems and plans are in place for use for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor audits inspections or investigations of quality and utilisation of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level, and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and Evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Ms. NF Ngema: Tel No: (034) 9895911

All applications should be forwarded to: The Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 OR Hand delivered to Coswald Brown Street, Vryheid Human Resource Management (1st Floor Administration Services) Office No 09.

Mr. SP Nene

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed 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) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment 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 posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.

**CLOSING DATE** : 13 March 2020

**POST 08/132** : OPERATIONAL NURSING MANAGER ROSARY CLINIC REF NO: MAD 03/ 2020

**SALARY** : Grade 1: R562 800 - R633 432 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE** : Madadeni Provincial Hospital (Rosary Clinic)

**REQUIREMENTS** : Basic R425 Degree/Diploma in Nursing and Midwifery. A post basic diploma in Clinical assessment, treatment and care. A minimum of 9 years appropriate or recognizable experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2020 Receipt). At least 5 years of the period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: - Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statuses and the relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

**DUTIES** : Key Performance Areas: - Ensure that implementation of all priority programmes in the clinics are implemented and monitored. Manage and monitor proper utilization of human, financial, physical and material resources. Deal with the disciplinary and grievance matters including monitoring and managing absenteeism. Provision of administrative service by planning, organizing and ensure the availability of medication and essential equipment in all clinics. Monitor and evaluate HR performances EPMDs for all relevant staff. Ensure data management in all clinics implemented and monitored. Implement and provide support to Operational Sukama Sakhe (flagship programmes). Monitor infection prevention and control in the clinic. Ensure that clinic committees are functional. Maintain good relations with community stakeholders. Ensure compliance to National core standards and Ideal clinic realization.

**ENQUIRIES** : Ms. Z.E Gumede Tel No: (034) 328 8137

**APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

**FOR ATTENTION NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the
envelope, e.g. MAD 01/2016. 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. 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.

POST: EE Targets: (African Male)

CLOSING DATE: 13 March 2020

POST 08/133: ASSISTANT MANAGER – NURSING (GENERAL) REF NO: UMP 1/2020

Section: Monitoring & Evaluation

SALARY: R562 800 per annum

CENTRE: Umphumulo Hospital

REQUIREMENTS:
- Diploma/ Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. Current (2020) council receipt. A minimum of eight (8) years appropriate/recognizable experience as a Professional Nurse after registration with the SANC as a general nurse and midwife. Proof of current and previous experience endorsed by the HR department. Knowledge of the legislative, policy and M&E Framework informing health services delivery. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professional and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organization and co-ordination skills. Knowledge of Data Management and M&E principles. Ability to compile concise reports. Decision making and problem solving skills.

DUTIES:
- Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Implement the M&E framework at facility level and monitor implementation at feeder clinics. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & control policy guidelines. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Coordinate functions of HIT (Health Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well as DHER sessions. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Co-ordinate and control activities of the component. Ensure
that quality control systems and plans are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor Audit findings and ensure implementation of action plans. Ensure implementation of the total quality management framework and compliance to National Core Standards.

ENQUIRIES
APPLICATIONS

Mr. N. A. Mbhele Tel No: (032) 4814199

Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION

Mr S. M. Naidoo

NOTE:
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

13 March 2020

POST 08/134
OPERATIONAL MANAGER – (PHC SUPERVISOR) REF NO: UMP 2/2020

SALARY
R562 800 per annum

CENTRE
Umphumulo Hospital

REQUIREMENTS
Senior certificate. Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2020) council receipt. A minimum of nine (9) years appropriate/recognizable experience as a Professional Nurse of which at least five (5) years must be appropriate/recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES
Provide effective management and professional leadership for clinics attached to Umphumulo Hospital. Ensure the functionality of all PHC programmes in the clinics. Monitor and supervise the implementation of chronic diseases by aligning it to the “Integrated Chronic Disease
Management Program Manual. Provide administrative services through planning, organizing ensuring the availability of medication and essential equipment. Participate in the development of strategic plan and strategic direction. Assist in the improvement of HAST (PMTCT, ART, TB, STI’s) programs. Monitor the implementation of EPI. Take part in ‘Qo-Qo-Qo Sikhulekile Ekhaya’ initiative. Implement and provide support to Operation Sukuma Sakhe Monitor infection prevention and control. Ensure patient satisfaction through patient satisfaction surveys. Ensure that clinic committees are functional. Ensure compliance to National Core Standards and Ideal Clinic realisation and maintenance. Evaluate compliance with protocols, SOP, guidelines, policies, procedures, etc. Maintain a constructive relationship with relevant role players and other stakeholders. Ensure proper statistics, data management and reporting for all clinics. Undertake implantation, monitoring and evaluation of quality improvement programs for all clinics. Ensure proper control of resources, viz. material, human, physical, financial etc. Monitor and evaluate staff performance through the EPMD system. Exercise control of discipline, grievance and other labour related issues in terms of laid down procedures.

ENQUIRIES
Ms. G. F. Madi Tel No: (032) 4814132

APPLICATIONS
Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION
Mr S. M. Naidoo

NOTE
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE
13 March 2020

POST 08/135
OPERATIONAL MANAGER NURSING (GENERAL STREAM: HAST UNIT REF NO: GJC 04/2020 (X1 POST)

SALARY
R444 276 per annum, Other Benefits: 17% of basic salary – Rural Allowance & 13TH cheque, Home owners allowance (employees must meet prescribed requirements)

CENTRE
GJ Crookes Hospital

REQUIREMENTS

DUTIES: Co-ordinate HIV/AIDS counselling and testing Anti-Retroviral Treatment (ARV), sexually transmitted infections (STI), TB and HIV integration programmes in the facility. Develop and implement HIV and AIDS business plan. Develop and implement quality assurance programmes for HAST to ensure compliance with National Core Standards. Promote good working culture within the facility through integration of health programmes. Participate in the development and implementation of clinical policies, procedures and guidelines for HAST. Ensure implementation of HIV and AIDS preventative strategies within community through working with School Health, WBOT, Outreach Team and (OSS). Monitor and evaluate HAST indicators at all levels and compile DPQR. Ensure effective and efficient information management for HAST. Exercise control over performance, discipline, grievance and labour relations issues according to laid down policies, procedures and legal prescripts.

ENQUIRIES: Ms. PT Mkhize Tel No: (039) 978 701

APPLICATIONS: All application should be submitted for attention: The Chief Executive Officer, GJ Crookes Hospital, P/Bag X 5501, Scottburgh, 4184.

FOR ATTENTION: Human Resource Manager

NOTE: Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.

CLOSING DATE: 20 March 2020 at 16h00

POST 08/136: CLINICAL NURSE PRACTITIONER (OPD) REF NO: CJMH03/2020 (X1 POST)

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
(Other Benefits: 13th Cheque Medical aid optional Homeowner’s allowance: Employee must meet the prescribed requirement 12 % Rural Allowance is compulsory)

CENTRE: Charles Johnson Memorial Hospital

REQUIREMENTS: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: A minimum of 14 years appropriate/recognizable experience as Professional Nurse with SANC in General Nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification IN Primary Health Care Grade 12 (Senior Certificate) Standard 10 or National Certificate plus Basic R 425 qualification i.e. Diploma /Degree in General nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as a Professional Nurse and Primary Health care. A minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse in General Nursing. Knowledge, Skills, Training And
Competencies Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the Health programmes run at PHC level. Ability to relieve in the service areas. Coordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

**DUTIES**
- Implement and advocate for programme and initiative for clients and the community served by the OPD. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the OPD.
- Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/collection, varication 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 Hospital Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the OPD. Work apart of a multi-disciplinary team to ensure good Nursing Care in OPD. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the OPD. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES**
- Mrs. P.N Kunene Tel No: (034) 271 6400

**APPLICATIONS**
- should be forwarded to Human Resource Office 92 Hlubi Street, C. J. M. Hospital Nqutu Private Bag X5503 3135 Nqutu 3135.

**FOR ATTENTION**
- Human Resource Manager

**NOTE**
- Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of Certificates and service endorsed by Human Resource. The reference number must be Indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB. Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S &T or relocation costs will be paid for attending interviews.

**CLOSING DATE**
- 13 March 2020 16H00

**POST 08/137**
- OPERATIONAL MANAGER GENERAL STREAM REF NO: SAH 01/2020 (X1 POST)

**SALARY**
- R444 276 per annum Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

**CENTRE**
- ST Andrews Hospital – Medical and Surgical Services

**REQUIREMENTS**
- Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwifese. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Knowledge, Skills and Competencies: Knowledge of Nursing care
processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.

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

ENQUIRIES: Mrs MR Singh Tel No: (039) 433 1955
FOR ATTENTION: Human Resource Manager
NOTE: People with disabilities and African Male are encouraged to apply
CLOSING DATE: 13 March 2020

POST 08/138: CLINICAL PROGRAMME CO-ORDINATOR (INFECTION PREVENTION CONTROL) REF NO: SAH 02/2020 (X1 POST)

SALARY: R444 276 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
CENTRE: ST Andrews Hospital
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwife. A minimum of 7 years appropriate/recogizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. A valid code 08 driver’s license. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Recommendation: Diploma in infection Control. Knowledge, Skills and Competencies: Good management and analytical skills; Good communication leadership and interpersonal skills, Ability to work in a team and knowledge of all relevant prescripts, ie. Provincial Health Act 2000, the nursing Act, Occupational Health and Safety Act.

DUTIES: Develop and ensure implementation of Infection control plan for the institution. Provide support to the Hospital Management team to ensure that a high standard of infection control in maintained. Advise the Hospital Manager of all identified infection control risks and recommendation thereof. To ensure that all departments and clinics are provided with infection control guidelines and protocols and that these are implemented. Assist the Hospital Manager with coordination and management of infection control committee meetings. Provide management and supervisors with up to date infection
control information. Provide effective and efficient infection control services in the institution. Ensure that written policies and procedures for infection control services are reviewed and implemented. Plan the budget for infection control department and exercise control over utilization of such a budget. Review outbreak of infections and advise on how outbreaks can be managed and prevented. Ensure that surveillance are done in the institution. Report on the incidents and prevalence of alert organisms and communicable diseases to the District CDC Coordinator.

ENQUIRIES: MRS TM NGCakaza Tel No: (039) 433 1955
APPLICATIONS: Should Be Forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag X1010 Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION: Human Resource Manager
NOTE: People with Disabilities and African Male Are Encouraged To Apply
CLOSING DATE: 13 March 2020

POST 08/139: CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: SAH 03/2020 (X1 POST)

SALARY: R444 276 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
CENTRE: ST Andrews Hospital
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwifese. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. A valid code 08 drivers license. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Knowledge, Skills and Competencies: Working knowledge of health policies and current public service and health related legislation; high level of interpersonal relationship skills. Presentation and facilitation skills, assertiveness and diplomacy; High level initiative of initiative and innovation; Ability to liaise with management; Good communication skills (written and verbal) and problem solving skills; Computer literacy in word processing and spreadsheet packages; Practical experience in Quality Assurance and Accreditation.
DUTIES: Develop and promote quality assurance culture within the Instituto Clinics; Plan, ensure implementation of and evaluate, maintain, control and co-ordinate activities of the quality assurance department in the Institution Clinics; Facilitate formation of quality assurance committee and ensure effective functioning of these committees and that all staff participation in quality assurance programs; Ensure that quality improvement programs are initiated are implemented in order to address shortcomings and non-compliance issues. Maintain accurate reports and records of quality assessments and ensure timeout interventions on non-compliance; Compile and submit monthly reports to the Hospital Manager; Provide on-going feedback to senior management, heads of departments, PHC management teams; Assist with motivation of institutional personnel through positive reinforcement; Liaise with COHSASA and District Quality Assurance Department and validate results for District Quality Assurance assessments COHSASA.

ENQUIRIES: Mrs TM Ngcakaza Tel No: (039) 433 1955
APPLICATIONS: Should Be Forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680. Attention: Human Resource Manager
FOR ATTENTION: Human Resource Manager
NOTE: People with disabilities and African Male are encouraged to apply
CLOSING DATE: 13 March 2020

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POST 08/140  :  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 Grade 1 (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 08/141  :  CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL PRACTITIONER) REF NO: EMS/04/20

SALARY  :  R444 276 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

CENTRE  :  Emmaus Hospital


DUTIES  :  Develop and ensure implementation of infection control plan for the institution and feeder clinics. Provide support to the Hospital Management team to ensure that a high standard of infection prevention and control is
ENQUIRIES: Mr NF Khuzwayo Tel No: (036) 488 1570 (ext 8206)
APPLICATIONS: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
FOR ATTENTION: Ms A.N Ngubane
NOTE: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling allowance will be paid for interview attendance.
CLOSING DATE: 13 March 2020 at 16:00
POST 08/142: CLINICAL NURSE PRACTITIONER REF NO: CJMH01/2020 (X5 POSTS)
SALARY: R383 226 – R444 276 per annum. Other Benefits 13th Cheque Medical aid optional Homeowner’s allowance: Employee must meet the prescribed requirement Rural Allowance is compulsory
CENTRE: Mkhonjane (X2 Posts), Hlathi Dam, Nondweni and KwaNyezi Clinics
REQUIREMENTS: Matric or senior certificate. Diploma/Degree in General nursing and midwifery One year post basic qualification in Primary Health Care. A minimum of 4 years appropriate/recognizable experience after registration as a professional nurse. Proof of current registration with South African Nursing Council as General Nurse, Midwifery and Primary Health Care Nurse. Current S.A N.C Receipt 2019. Proof of current and previous experience endorsed and stamped by Human Resource (service certificate) must be attached Knowledge of all applicable legislation, and guidelines, including Scientific Nursing and nursing principles. Good Communication, counselling, conflict management, decision making and problem solving skills. Good interpersonal and listening skills Co-ordination and planning skills. Ability to relive in the service areas. Team building and supervisory skills.
DUTIES: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources.
in the clinic. Assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic. Must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients’ needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Provide direct and indirect supervision of all nursing staff and to give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Patients’ Rights Charter. Ensure compliance with and implementation of National Core Standards; deal Clinic Realization and Maintenance, CCMDD, etc.

ENQUIRIES : Mrs. P.N Kunene Tel No: (034) 271 6400
APPLICATIONS : should be forwarded to Human Resource Office 92 Hlubi Street, C.J.M. Hospital Nqutu Private Bag X5503 3135 Nqutu 3135.
FOR ATTENTION : Human Resource Manager
NOTE : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of Certificates and service endorsed by Human Resource. The reference number must be Indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S &T or relocation costs will be paid for attending interviews.

CLOSING DATE : 13 March 2020 16H00
POST 08/143 : PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) REF NO: CJMH003/2020 (X1 POST)

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: 13th Cheque Medical aid optional Homeowner’s allowance: Employee must meet the prescribed requirement 12 % Rural Allowance is compulsory

CENTRE : Charles Johnson Memorial Hospital

REQUIREMENTS : Matric or senior certificate. Diploma/Degree in General nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as a Professional Nurse and Primary health care. A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse in General Nursing. Grade 1: Experience A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: Experience A minimum of 14 years appropriate/recognizable experience as Professional Nurse with SANC in General Nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic
qualification in Primary Health Care Knowledge, Skills, Training and Competencies. Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient’s Rights Charter Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the Health programmes run at PHC level. Ability to relieve in the service areas. Coordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

**DUTIES**

Implement and advocate for programme and initiative for clients and the community served by the OPD. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the OPD. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/collection, variation 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 Hospital Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the OPD. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the OPD. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES**

Mrs. P.N Kunene Tel No: (034) 271 6400

**APPLICATIONS**

should be forwarded to Human Resource Office 92 Hlubi Street, C. J. M. Hospital Nqutu Private Bag X5503 3135 Nqutu 3135.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of Certificates and service endorsed by Human Resource. The reference number must be Indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE**

13 March 2020 16H00

**POST 08/144**

PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY REF NO: GJC 05/2020 (X4 POSTS)

**SALARY**

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

**CENTRE**

GJ Crookes Hospital

**REQUIREMENT**

**Grade 1** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nurse.

**Grade 2** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least 10 years of the period refer to the above must be appropriate/recognizable experience in
the specialty after obtaining the one year post basic qualification in the relevant specialty. Other Benefits: Rural allowance 12%, 13th cheque, Home owners allowance (employees must meet prescribed requirements). Minimum Education Requirements For The Post: Grade 12 certificate. Degree/Diploma in General Nursing and Midwifery. A post Basic Nursing qualification with a duration of at least one year accredited with SANC in Advance Midwifery. Driver’s license. Attach proof of working experience endorsed by Human Resource Department/Employer N.B: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Recommendations: Computer Skills: Power point, Outlook Skills Knowledge, Skills And Experience: Knowledge of Public Service policies Act, and Regulations. Knowledge of Labour Relation Act, disciplinary and grievance procedure. Knowledge of Nursing Act, Occupational Health and Safety Act of 1995 Knowledge of National Core Standard, Batho Pele Principle and Patient’s Right Charter. Presentation and facilitation skills, assertiveness and diplomacy. Good supervisory and management skills. Basic understanding of HR and Financial policies and procedure.

**DUTIES**

To provide holistic nursing care to patient in a specialty unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures. Ensure on-going education and staff training in EMTCT, BFHI, ESMOE etc. Provision of quality maternal and neonatal care through setting of standards. Ensure proper utilization of resources and exercise care over Government property. Maintain accreditation standards through quality improvement and infusion control. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Participate in the implementation of priority programs to reduce morbidity and mortality rate communication and non-communication diseases. Ensure the use of Maternal and Child updated protocols, guidelines in the hospital.

**ENQUIRIES**

Ms PT Mkhize Tel No: (039) 978 7019

**APPLICATIONS**

All application should be submitted for attention: The Chief Executive Officer, GJ Crookes Hospital, P/Bag X 5501, Scottburgh, 4184.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.

**CLOSING DATE**

20 March 2020 at 16h00

**POST 08/145**

CLINICAL NURSE PRACTITIONER REF NO: UMP 3/2020

Clinic: Mbhekaphansi Clinic

**SALARY**

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

**CENTRE**

Umphumulo Hospital
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2020) council receipt. Grade 1: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. Grade 2 A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Be involved in community meetings and committees. Clinical teaching, training and continuous evaluation of students. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

ENQUIRIES: Ms. G. F. Madi Tel No: (032) 4814132
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION: Mr S. M. Naidoo
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South
African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**: 13 March 2020

**POST 08/146**

**PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY OR CLINICAL NURSE PRACTITIONER**

**REF NO:** HLH 04/2020 (X2 POSTS)

**CENTRE**

Kwamsane Clinic

**REQUIREMENTS**

Standard 10 or Grade 12 certificate. Diploma in General Nursing and Midwifery/ basic R425 qualifications. One year post basic certificate in Advanced Midwifery and Neonatal Nursing science OR Post- basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC 2020 to practice. Certificate/s of service endorsed and stamped by HR Department from current/former employer. **Grade 1** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a professional nurse plus 1-year post basic certificate advanced midwifery and Neonatal Nursing science. **Grade 2** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable. Experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Nursing legislation, nursing care processes and procedures and other relevant legal frameworks such as Occupational Health and Safety Act, Health Act and Labour Relations Act. Knowledge of the Patient Right Charter, Batho Pele Principles, National Core Standards, Possess basic understanding of Human Resource and financial policies and practices. Good communication skills, report writing skills, facilitation skills, co-ordination skills, liaison skills and problem solving skills. Planning & Organizing skills. Good interpersonal and human relations.

**DUTIES**

To provide holistic nursing care to patients in all clinic streams in a cost-effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission, and strategic objectives of the institution and within the prescripts of all other legislation. Ensures the utilization of Maternal and neonatal updated guidelines and protocols. To take charge of the unit during the absence of the Operational Manager in charge and to manage the unit accordingly. To provide nursing care that leads to improved service delivery. Perform standard procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of nursing care are maintained, and observing the principles of Infection Prevention and Control practices. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates, communicable and non-communicable diseases. Implement quality improvement plans. Maintain accurate and complete patient's records. Protect and advocate rights of patients regarding
health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision-making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ability to work independently in all sections of the unit. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, YFS, etc. Maintain client satisfaction through quality service innovation and professionalism. Conduct clinical audits and compile summary reports.

ENQUIRIES
APPLICANTS
CLOSING DATE
POST 08/147
SALARY
CENTRE
REQUIREMENTS
DUTIES

Mr SPN Mkhwanazi Tel No: (035) 38 8690/ 0824770094

All Applications should be Forwarded TO: Chief Executive Officer Private Bag X 5001, Hlabisa 3937 or Hand Delivered to: Human Resource Department Hlabisa Hospital.

13 March 2020

CLINICAL NURSE PRACTITIONER REF NO: UMP 4/2020

Clinic: Maphumulo Clinic

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

Umphumulo Hospital

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

Grade 1: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. Grade 2 A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.

Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Be involved in community meetings and committees. Clinical teaching, training and continuous evaluation of students. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and
monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

ENQUIRIES: Ms. G. F. Madi Tel No: (032) 4814132
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION: Mr S. M. Naidoo
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 13 March 2020
POST 08/148: CLINICAL NURSE PRACTITIONER – MOBILE CLINIC REF NO: UMP 5/2020

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
CENTRE: Umphumulo Hospital
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2019) council receipt. Grade 1: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
DUTIES: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Conduct training of Home Based Care; DOTS and other community representatives and volunteers within the district. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Be involved in community meetings and committees. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety.

ENQUIRIES: Ms. G. F. Madi Tel No: (032) 4814132

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION: Mr S. M. Naidoo

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 13 March 2020

POST 08/149: CLINICAL NURSE PRACTITIONER GRADE 1/2 WOODLANDS CLINIC REF NO: EB3/2020 (X1 POST)

SALARY: Grade 1 R383 226 – R444 276 per annum
Grade 2 R471 333 – R579 696 per annum
Additional Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE: East Boom Community Health Centre (Woodlands Clinic)

REQUIREMENTS:

Grade 1: Senior certificate/Matric/Grade 12. Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse (2020). A minimum of 4 years appropriate/recognizable clinical experience as a General Nurse with Midwifery. Proof of previous and current work experience (Certificate of Service) endorsed and stamped by HR must be attached. Driver’s license – unendorsed

Grade 2: Matric (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. Driver’s license – unendorsed.

Knowledge, Skills, Trainings and Competencies Required: Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications 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. Facilitate Implementation of Ideal Clinic Concept. Deputise Operational Manager and take over his/her duties when not on duty. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES: Mrs. S. Ngcobo Tel No: (033) 264 4901
APPLICATIONS: to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to East Boom CHC, Human Resource Office, 541 Boom Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mr. S Ngcobo
NOTE: Employment Equity Target for this post is: African Male
CLOSING DATE: 13 March 2020

POST 08/150: CLINICAL NURSE PRACTITIONER (STAFFORD CLINIC) REF NO: MAD 02/ 2020)

Grade 2: R471 333 – R579 696 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Madadeni Provincial Hospital

REQUIREMENTS: Clinical Nurse Practitioner Grade 1: Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Clinical assessment, treatment and care. Registration with the SANC as a Professional Nurse. A minimum
of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2020 Receipt). Clinical Nurse (Specialty)

**Grade 2:** Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing of which 10 years must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in clinical assessment, treatment and care. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

**DUTIES:** Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

**ENQURIES:** Ms. Z.E Gumede Tel No: (034) 328 8137

**APPLICATIONS:** All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

**FOR ATTENTION:** The Recruitment Officer

**NOTE:** This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualified 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non–RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial. EE Target (African Male).

POST 08/151 : ASSISTANT DIRECTOR: HRM REF NO: GJC 06/2020 (X1 POST)

SALARY : R376 596 per annum (Level 09). Other Benefits: 13th cheque, Home owners allowance (employees must meet prescribed requirements.

CENTRE REQUIREMENTS : GJ Crookes Hospital

Senior certificate/matric or Grade 12. Degree/National Diploma in Human Resource Management/Public Management. 3-5 years’ experience in Human Resource Component, of which three (03) years must be supervisory level. A valid code B (08) driver’s license. Proof of current and previous work experience endorsed and stamped by Human Resource Department. Knowledge of the Persal system. Computer literacy (MS Word, MS Excel, MS PowerPoint).Knowledge, Skills and Experience: Broad knowledge and understanding of Human Resource Management. In-depth knowledge of relevant acts, policies, regulations in Human Resource Management. Sound knowledge of Persal, project and financial management. Sound decision making, planning and leadership skills. Good communication (written and verbal) skills.

DUITES : Management of day-to-day functioning of Human Resource Department (Labour relations, HR Practices, Employee Wellness, HR Development & Planning) in the hospital to ensure the rendering of high quality services. Participate in the development of Human Resources policies that are in line with HR strategies of the department and ensure they are implemented. Management and control of compensation of employee’s budgets and resources allocated to Human Resources component. Plan, control and monitor personnel budget and expenditure for the entire Institution. Develop Human Resource Plan and Employment Equity plan for the hospital and ensure that they are put into practice. Identify training needs and ensure the implementation of in-service training programmes. Promote efficiency in a manner in which financial and human resources are utilized in HR department and that the use of resources is in accordance with relevant government prescripts. Management of recruitment and selection of staff in different fields within the hospital and attached clinics. Promote and maintain sound labour peace within the Institution and also represent the Institution at conciliation and arbitration sittings. Advise managers and supervisors on all human resources management matters to ensure that they confirm to the public service act and other relevant legislation. Investigate and preside over disciplinary cases within the Institution and district wide. Attend Institutional, district and provincial meetings.

ENQUIRIES : Ms TE. Wanda Tel No: (039) 978 7081

APPLICATIONS : All application should be submitted GJ Crookes Hospital, P/Bag X 5501, Scottburgh, 4184.

FOR ATTENTION NOTE : Human Resource Manager

Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit
records, qualification, citizenship and previous experience employment verification.

**CLOSING DATE** : 20 March 2020 at 16h00

**POST 08/152** : ASSISTANT DIRECTOR: SYSTEMS REF NO: EMS/03/2020
Re-advertisement, applicants who applied previously must re-apply

**SALARY** : R376 596 per annum. (Other benefits: Medical optional) 13th cheque. Home owners allowance (employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE** : Emmaus District Hospital


**DUTIES** : Manage and coordinate the following areas to ensure optional and cost effectiveness: cleaning services, catering services, maintenance services, gardening services, Mortuary services, housekeeping services, laundry, transport, switchboard, and administrative services. Monitoring the provision of all hotel services and facilities by contractors in order to ensure contact adherence, ensure compliance with services level agreement and highest level of care. Analyze alternative for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency. Ensure effective, efficient and economical utilization of resources allocated to the institution including the development. Ensure that all institutions information system (patient and other) is maintained so as to provide reliable, valid timeous processing and information. Ensure compliance to National Core Standards and make me look like a hospital Programme. Develop and implement policies. Effective management of the performance of employees according to EPMDS.

**ENQUIRES** : Mrs. M.A.N Mzizi, Tel No: (036) 488 1570 (ext. 8203)

**APPLICATIONS** : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

**FOR ATTENTION** : Human Resource Manager

**CLOSING DATE** : 13 March 2020 at 16:00

**NOTE** : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.
ASSISTANT DIRECTOR: SYSTEMS REF NO: VRH 02/2020
Component: Systems Management Services

SALARY: R376 596 per annum (Level 09). Other Benefits: 13th Cheque Medical Aid (Optional), Housing Allowance. Employee must meet prescribed.

CENTRE: Vryheid District Hospital

REQUIREMENTS:
Bachelor’s Degree/National Diploma in Public Management/Administration Management. Standard 10/Senior Certificate PLUS A minimum of 3-5 years’ supervisory experience in systems environment. Unendorsed valid driver’s licence. Proof of current and previous work experience endorsed and stamped by the employer/s must be attached. Recommendations: MS Office software applications (i.e. Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook) Certificate. The Employment Equity Target is an African male. Knowledge, Skills, Training and Competencies required:

DUTIES:
Manage the provision of all systems under your supervision ensuring high level of service delivery. Manage the following components ensuring optimal utilization of all resources: cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping, security services, transport services, registry services, telecommunications services, patient administration services waste management services, health and safety services. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures/practices to improve operational efficiency. Manage staff in terms of Employee Performance Management and Development Systems (EPMDS). Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols and policies. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Provide regular inputs towards realization of ideal hospital concept and National Core Standards.

ENQUIRIES: Ms. NF Ngema: Tel No: (034) 989591

APPLICATIONS:
All applications should be forwarded to: The Assistant Director: HRM, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100 OR Hand delivered to Coswald Brown Street, Vryheid Human Resource Management (1st Floor Administration Services) Office No 09.

FOR ATTENTION: Mr. SP Nene

NOTE:
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed 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) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment 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 posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.

**CLOSING DATE**
13 March 2020

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**
Direct or hand deliver applications to the address indicated below: - Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200.

**FOR ATTENTION**
Ms PN Mkhize

**CLOSING DATE**
13 March 2020

**NOTE**
Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, identity document and A valid Driver’s license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment, technical assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

**MANAGEMENT ECHELON**

**POST 08/154**
CHIEF DIRECTOR: INSTITUTIONAL OPERATIONS MANAGEMENT (NORTH REGION) REF NO: DSD01/02/2020HO
(Re-advertisement)

**SALARY**
R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

**CENTRE**
North Region

**REQUIREMENTS**
Qualifications: Bachelor’s Degree in Social Work (NQF Level 7); Registration with the South African Council for Social Service Professions as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a senior management in the Social Work environment; A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Research Methodology; Policy Analysis and Development; Knowledge management; Organisational behaviour analysis; Strategic business management; Community Development; Welfare Laws; National Development Plan; Provincial Growth and Development Plan; Service delivery frameworks; Employee Performance Management and Development System. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and
DUTIES: Provide strategic coordination and facilitate the delivery of services; Ensure the provision of support services to the district offices; Ensure the development and implementation of policies; Provide leadership and strategic direction to the Chief Directorate and input to the Department; Manage resources of the Chief Directorate.

ENQUIRIES: Mr SG Ngubane Tel No: (033) 348 5518

POST 08/155: DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT SERVICES (ICT) REF NO: DSD02/01/2020HO

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Head Office
REQUIREMENTS: Qualifications: Bachelor’s Degree (NQF level 7) in Information Technology/Information System and Knowledge Management/ information System/ Information Science; A minimum of 5 years’ experience at a middle/senior managerial level in a technical field; a valid driver’s license. Knowledge: Constitution of the Republic of South Africa, Public Service Act and Regulations; Labour Regulations Act; Public Finance Management Act and Treasury Regulations; Promotion of Access to Information Act; National Development Plan; Employee Performance Management and Development System. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES: Manage the development of information systems; Manage the provision of information technology support service; Promote legitimate access to departmental information; manage the development and implementation of policies; manage the resources of the Directorate.

ENQUIRIES: Mr SG Ngubane Tel No: (033) 348 5518

POST 08/156: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSD03/01/2020HO

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Head Office
REQUIREMENTS: Qualifications: A Bachelor’s Degree (NQF level 7) in Supply Chain Management/Financial Management/Public Administration; A minimum of 5 years’ experience at a middle/senior managerial level in Supply Chain Management Environment; A valid driver’s license. Knowledge: Constitution of the Republic of South Africa, Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Employee Performance Management and Development System.; National Treasury Practice Notes; Provincial Treasury Practice Notes; Service delivery frameworks; Broad Based Black Economic Empowerment Act. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES: Manage the provision of demand management and performance reporting; Manage the provision of acquisition management services; Manage the provision of logistics management services; ensure the provision of assets management and disposal; manage the development and implementation of policies; Manage the resources of the Directorate.

ENQUIRIES: Mr BS Ndaba Tel No: (033) 264 5412

CLOSING DATE: 13 March 2020 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE: Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record/statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver’s license (where a driver’s license is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculm Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

MANAGEMENT ECHELON

POST 08/157: DIRECTOR: MOTOR TRANSPORT SERVICES REF NO: P 02/2020
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
SALARY: R1 057 326 per annum (all Inclusive, flexible remuneration package)

CENTRE: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Public Admin, Public Management, Accounting, Business Management, Law, Commerce, Finance, Economics, Social Science as recognised by SAQA; plus A minimum of 5 years’ experience at a middle/senior managerial level in a Regulatory environment; plus a valid driver’s licence (minimum Code B).


ENQUIRIES : Adv. SS Nxumalo Tel No: (033) 355 0530
FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling this position.
PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

MANAGEMENT ECHELON

POST 08/158 : DIRECTOR: SUPPLY CHAIN, ASSET MANAGEMENT AND TRANSPORT SERVICES REF NO: NWP/OOP/2020/05
Job Purpose: To manage the provision of Supply Chain, Asset Management and Transport Services in the Office of the Premier.

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : Bachelor’s degree and/or equivalent (NQF level and Credits). Extensive relevant experience of which five years must be at deputy director level in the public service. Vast knowledge and experience in Supply Chain Management prescripts and understanding of legislative framework of procedures within Supply Chain Management, Government Transport Management policies, Asset Management strategy and Policy, Asset Management strategy and Policy, Public Finance Management Act/Treasury regulations, Departmental policies, Public Management accounting principles, Knowledge of financial system. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.


ENQUIRIES : Ms. T.M. Mooketsi Tel No: (018) 388 4277

POST 08/159 : DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: NWP/OOP/2020/06
Job purpose: To Coordinate Provincial Performance Monitoring and Reporting in the NWPG.

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : Bachelor’s degree/National Diploma in Public Administration/Public Management and/or equivalent (NQF level and Credits), 6-7 years working appropriate experience of which 3 years should be in Monitoring and Reporting at junior management level (Assistant Director) in the public service. Driver’s license and Computer literacy. Knowledge: Knowledge of Public Service Act, Public Service Regulations, Labour Relations; PFMA, Public Finance Regulations, Framework for Managing Programme Performance Information, Framework for Government Wide Monitoring and Evaluation system, South African Statistical Quality Assessment Framework and Framework for the Development of Strategic plans and Annual Performance Plan (Strategic plans, APP, Operational Plans and Performance Agreements). Skills: The ideal candidate will have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; report writing, change management and management of diversity in a dynamic transformation and reforming environment.


ENQUIRIES : Ms. P. Kgoroba Tel No: (018) 388 5734
APPLICATIONS: must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

NOTE: The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed Z83, obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

CLOSING DATE: 20 March 2020

DEPARTMENT OF SOCIAL DEVELOPMENT
The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS: The Director Human Capital Management, Department of Social Development, Private Bag X6, Mmabatho 2735 or hand delivered to Provident House Building, University Drive, Mmabatho 2735.

FOR ATTENTION: Human Resource Management
CLOSING DATE: 13 March 2020. All application should reach the Department by 15:30 pm on the closing date. Application received after the closing date will not accepted.

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be accompanied by a compressive C.V (including full particulars of training, educational qualifications, skills competencies and knowledge). All educational qualification will be verified, and they must be certified copies of the original educational certificates. Certified copy of the identity Documents or National Identity Cards must be attached as well. The date on certified stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, must done in writing and addressed to the Acting Head of Department. Under no circumstances will the Department accept required application documents through facsimile or email. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interviews. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The department reserves the rights not to make appointment of position(s). Applicants with foreign qualifications must submit a SAQA Evaluation report on the qualification.

OTHER POSTS
POST 08/160: INSTITUTIONAL MANAGER REF NO: SD/07/40/19
Chief Directorate: Specialist Social Services
Directorate: Crime Prevention

SALARY: R869 007 per annum (An all-inclusive remuneration package)
CENTRE: Matlosana/Rustenburg: Child and Youth Care Centres
REQUIREMENTS:
A bachelor’s degree in social work. A minimum of 10 years’ appropriate experience in social work after registration as a social worker with the SACSSP, of which at least 5 years’ should have been at junior management level, i.e. Social work supervisor. A valid driver’s license. Experience in Child and Youth Care (secure care environment) will be an added advantage. Competencies: Computer literacy. An understanding of social welfare policies and people centered development. Programme and project management skills. Analytical and research skills. Innovative and creative. Communication and negotiation skills. Planning, facilitation and presentation skills. Service delivery improvement planning skills. Executive report-writing skills. Through knowledge of the drug master plan and related policies. A valid driver’s license. Provide leadership and management at the institution. Possess in-depth knowledge & experience in facility management.

DUTIES:
Develop business plan in line with the strategic objectives of the department. Provide leadership and management at the centre. Provide comprehensive children services according to Children’s Act and Child Justice Act. Manage provision of social, emotional and psychological care services. Provide human resource management and development. Manage health care services. Manage resources [human, physical and financial]. Overall management of administration at the Institution. Promote inter-sectoral and interdepartmental partnerships. Promote linkages between the facility, community and private sector. Monitor the implementation of secure care programmes for children and youth admitted in the centre. Ensure that statutory process in terms of admission and discharge of children are adhered to. Management of child and youth care information management system (CYCA).

ENQUIRIES: Ms O.D Itumeleng Tel No: (018) 388 1693
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

POST 08/161: SCIENTIST (PRODUCTION LEVEL): CLIMATE CHANGE AND RISK ASSESSMENT REF NO: AGR 10/2020

SALARY:
Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS:
Science Degree (Bsc (Hon)) in Agriculture or an appropriate 4 year Agricultural Degree; Compulsory registration with the SACNASP as a professional Natural Scientist in Agricultural Sciences; A minimum of 3 years post qualification natural scientific experience in climate change and risk related disciplines; A valid code B driving licence. Recommendations: An MSc or Ph.D Degree; Sound knowledge and experience on climate change and its role in the agricultural sector, preferably in the Western Cape. Competencies: Knowledge of the following: Research Programme and Project Management and its principles (scientific methodologies and data analysis, including Budget Management); Understanding of regulations/policies/prescripts and procedures in government; Ability to do technology transfer to various stakeholder groups; Ability to publish popular publications and scientific papers; Communication (written, verbal and presentation) skills; Proven computer literacy in MS Office; Excellent interpersonal relations; Ability to work under pressure.

DUTIES:
Develop and implement research methodologies, systems and standard operating procedures in risk assessing and climate change (including the identification of gaps in the knowledge base and development of appropriate interventions; Monitoring and evaluation of research projects and performing scientific functions that require interpretation in the absence of an established framework; Providing scientific support and advice on agricultural risks and climate change to agricultural stakeholders); Perform research data analysis: Climate smart agriculture and agricultural risk reduction including leading the implementation of Climate Smart Agriculture (CSA) to proactively manage and reduce agricultural risks relating to climate change; Leading awareness and capacity building initiatives and leading effective communications and technology transfer relating to Climate Smart Agriculture (CSA), including the implementation of the Smart Agri Plan and its updates, and any other CSA initiatives; Research and development: Scientific leadership in terms of agricultural risk assessment and climate change (including the initiation and management of agri-risk projects with focus on Climate Smart Agriculture (CSA), and the identification of agri-risk challenges/gaps and the prioritisation of research needs through consultation with stakeholders); Human capital development and administrative and related functions.

ENQUIRIES: Dr I Trautmann at Tel No: (021) 808 5012
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 06 April 2020

POST 08/162 : SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY AND/OR BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO: AGR 38/2019 R1 (X 2 POSTS)

SALARY : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)  
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)  
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate Science degree BSc (Hons) or a 4-year degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist in Animal Science, Agricultural Science or Zoology; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence.  
Recommendations: Member of SASAS. Competencies: Working knowledge of the following: Small stock genetics and genomics; dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures;  
To perform scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES : Dr C De Brouwer at Tel No: (021) 808 5220

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

POST 08/163 : FARM AID: FARM SERVICES (OUTENIQUA) REF NO: AGR 09/2020 (X 2 POSTS)

SALARY : R102 534 per annum (Level 02)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET). Competencies: A good understanding of the following: Crop and animal production; Mixed cropping and livestock; Infrastructure development and maintenance; Communication skills.

DUTIES : Perform the following farm activities: Manual farm activities related to crop and animal production; Mixed cropping and livestock; Routine activities of livestock (e.g. caring, feeding and dosing); Maintaining and cleaning facilities.

ENQUIRIES : Mr H Gerber at Tel No: (044) 803 3727

APPLICATIONS : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs,
NOTE: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE: 23 March 2020

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE: 16 March 2020
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 08/164: DEPUTY DIRECTOR: GREEN PROGRAMMES AND PROJECTS
REF NO: DEDAT 03/2020

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Engineering/Science/Resource Management/Commerce/Economics/Sustainability/Climate Change/Environmental Science or other relevant qualification; A minimum of 5 years' Project/Programme management experience of which 3 years must be in a management capacity. Recommendations: Honours or Masters qualification (or higher) in Engineering/Science/Resource Management/Commerce/Economics/Sustainability/Climate Change/Environmental Science or other relevant qualification; Experience in: Developing or understanding water related strategic approaches; Understanding water related technologies and processes; Financing mechanisms, incentives and models and accessing funding, preferably water/green economy-related; Commercialisation of technology and services; Research and communications; Creative and strategic thinking, decision making, innovation & leadership; and Stakeholder engagement, particularly across multiple spheres of government, the private sector and academia; Preference for management and project/programme management experience in water/green economy related areas. An existing network of key stakeholders in the water sector. Competencies: Knowledge of applicable policies and procedures; Deciding and initiating skills; Leading and supervising skills; Working with people; Relating and networking skills; Persuading and influencing skills; Presenting and communicating information skills; Writing and reporting skills; Applying expertise and technology; Analysing; Learning and researching; Creating and innovating; Formulating strategies and concepts; Planning and organising skills; Adapting and responding to change skills; Coping with pressure and setbacks skills; Entrepreneurial and commercial thinking skills; Strong communication (written, verbal, presentation and facilitation) skills.

DUTIES: Co-ordinating/supporting the co-ordination of the overall programme of water resilience work; Liaising with relevant national and provincial government departments, local municipalities, academia, the private sector and NGOs to ensure alignment, identify gaps in and publicise water-related support being provided and fill these gaps through accessing finance, establishing partnerships and continually updating lists of service providers for possible procurement; Liaising and working closely with: The outsourced water sector desk support function; The relevant stakeholders to explore,
develop and implement financial mechanisms that would support improved water resilience and enable legislative/regulatory changes where appropriate; Engaging with businesses and business associations to encourage action, provide updated information and gather information on actions undertaken and water & cost savings achieved; Developing & distributing water-related case studies on a regular basis; Supporting innovation work in the water field and engaging with other research institutes to help increase the pace of and ability for technology demonstrations and commercialization; Working with retail, construction and property businesses & business associations to support the marketing of water storage/augmentation products and services.

ENQUIRIES: Ms H. Davies at Tel No: (021) 483 7845

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

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS: The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.

CLOSING DATE: 16 March 2020

FOR ATTENTION: Human Resources

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, original certified copies of qualifications, ID document and a valid Driver’s License in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Furthermore, the person appointed to this position will be subjected to a security clearance and the signing of a performance agreement. For more information regarding the requirements and duties, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Candidates may be subjected to a practical job based ability test.

OTHER POSTS

POST 08/165: SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A–C: TOP PREDATOR RESEARCH REF NO: OC01/2020

SALARY: R311 859 –R473 574 per annum (All inclusive remuneration package)

CENTRE: Cape Town

REQUIREMENTS: An appropriate recognized Diploma or BSc in natural or biological science, or equivalent qualification with at least 3 year relevant post- qualification experience. Registration with SACNASP is compulsory (must provide certified copy of Registration Certificate, or proof of recent application for registration plus payment for such). A valid code 08/EB driver’s license. Demonstrated experience in research design and application of data collection methods. Familiarity with data management/quality control and parameters for validation. Demonstrated experience and/or qualification in data management and analysis software/programs. Understanding of practical application; design; maintenance and/or calibration of marine monitoring equipment/systems. Experience working with large marine vertebrates (turtles; sharks; marine mammals and seabirds). Ability to
organize and participate in field work and/or go to sea for extended periods. Technical report writing skills as well as data analysis. Willingness and ability to go on and independently conduct field trips regularly and for extended periods, sometimes in isolated localities. Successful candidate must be within the basic parameters to satisfy sea-going & commercial diver medical/physical and Safety at Sea Training. The following would be an added advantage: a small craft skipper’s certificate (Merchant Shipping Act, 1951); commercial dive qualification or willingness to train for one.

**DUTIES**

Research and development in the use and application of animal and environmental monitoring equipment. Assist with research design, logistic coordination and supervision of staff and apply instruments and equipment under practical field conditions. Data collection, management and analysis. Provide general technical assistance on data collection and other top predators related research activities. Participate and plan research operations and field trips. Conduct and participate in research field trips and cruises. Assist with small boat operations. Assist with procurement and purchase of research equipment. Maintenance and operation of sampling equipment, and the design and development of sampling equipment if necessary. Manage and participate in categorising, storage and maintenance of samples and data collection. Data analysis, report writing and assisting with publishing research in peer-reviewed scientific journals. Promote public awareness of scientific activities. Develop skills, mentor and supervise junior staff, interns and students.

**ENQUIRIES**

Dr A Makhado Tel No: (021) 8195021/Ms S Singh Tel No: 0218195048/Mr M Seakamela Tel No: (021) 8195049

**POST 08/166**

**SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: DATABASE ADMINISTRATOR REF NO: OC02/2020**

**SALARY**

R311 859 per annum

**CENTRE**

Cape Town

**REQUIREMENTS**

An appropriate recognized National Diploma/Degree in Computer Science, Information Systems Engineering or equivalent qualification, plus minimum three years relevant post-qualification experience. Experience of advanced software development using Python programming. Experience of SQL database design and implementation. Additional experience in web development using programming languages such as HTML, CSS, Javascript, or PHP will be advantageous. The applicant should be familiar with the Linux environment. Experience in programme and project management, scientific methodologies and research and development. Registration with SACNASP as a certified Natural Scientist or relevant professional body is compulsory. Applicants failing to provide a certified copy of Registration Certificate, or proof of recent application for registration with SACNASP will not be considered.

**DUTIES**

Participate in the design, development, and maintenance of ocean scientific information system. Maintain, develop and implement methodologies, systems and procedures related to ocean data, ocean information products. Participate in the collation, dissemination and management of oceanographic data produced from various data collection platforms. Collect areas of either management of research interests that require solutions and translate them into appropriate software design. Document all code written or amended within a repository. Develop skills, mentor interns and students. Participate in local, regional and international ocean information systems and systems-of-systems discussions and standards forums (such as GOOS, GEOSS). Conduct relevant research and development projects. Develop and maintain standard operating procedures on the Wiki and technical reports on the Marine Information Management System.

**ENQUIRIES**

Marjolaine Krug Tel No: (021) 819 5003/Jimmy Khanyile Tel No: (021) 819 5007

**NOTE**

Short-listed candidates may be required to undergo a theoretical and practical test of their competency in Python programming. The following would be an added advantage: Django web development, a demonstrated
presence on Github, Sourceforge, or other open-source repository. Knowledge of scientific data formats and format translation; knowledge of implementation of scientific data formats, data processing and/or QA/QC.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 16 March 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 08/167 : DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: EADP 06/2020
SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Financial Management or a related financial field; A minimum of 3 years management level experience within a Financial Accounting environment. Recommendations: Experience in management and completion of financial statements. Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Proven computer literacy; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Communication (written and verbal) skills; Ability to solve financial problems; Presentation skills; Deciding and initiating action; Leading and supervising skills; Applying expertise and technology; Analysing and reporting skills; Strategic planning skills.
DUTIES : Manage recording of departmental revenue, expenditure and assets and liabilities from an accounting and legislative perspective; Direct and manage financial accounting reporting requirements; Management of the Sub-Directorate: Financial Accounting.
ENQUIRIES : Mr JC Fritz at Tel No: (021) 483 2759
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/168 : ASSISTANT DIRECTOR: RECORDS MANAGEMENT AND REGISTRY SERVICES REF NO: EADP 04/2020
SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years proven experience in a Records Management environment; A valid code B driving licence. Recommendations: Records Management Course/training. Competencies: Knowledge of the following: Registry procedures, filing systems, Provincial Archives and records services of the Western Cape, 2005 (Act no 3, 2005); Government Environment Information Management; Records Management Systems; Electronic Content Management; Policy and prescripts related to records and knowledge management; Project Management; Communication (written and verbal) skills; Problem solving; Excellent
planning and organising skills; People Management skills; Leading and supervising skills; Proven computer literacy in MS Office packages.

**DUTIES**

Implement and maintain file plan and a schedule for records other than correspondence systems through revision and ensure departments utilise an approved file plan; Ensure that: All records are kept in safe custody and conduct regular inspection and address shortcomings appropriately; There is a systematic disposal programme; Implement and monitor sound records management practices; People Management including supervision, performance management and allocation of tasks.

**ENQUIRIES**

Mr I. Batchelor Tel No: (021) 483 2711

**APPLICATIONS**

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

**DEPARTMENT OF HEALTH**

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

**NOTE**

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

**OTHER POSTS**

**POST 08/169**

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

West Coast District

**SALARY**

R562 800 per annum (PN-B3)

**CENTRE**

Louvville Clinic, Saldanha Bay Sub-district

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**

Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI) to ensure provision of quality comprehensive health care within the facility. Effective management of support services which includes: Information management with regards to data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

**ENQUIRIES**

Ms NT Mkhwela Tel No: (022) 709 5067
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: 20 March 2020

POST 08/170: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)

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

CENTRE:
Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the (SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable 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 recognizable experience after obtaining the 1-year post basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary. Willingness to work weekends and public holidays. Competencies (knowledge/skills): NIMART training or experience. Current proof of prescribing and dispensing licence. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within the Public Service. Ability to assess, manage and ensure safe disposal of patients in an Emergency Centre. Ability to triage patients according to SATS. Ability to assess and manage wounds.

DUTIES:
The candidate will be responsible to see patients presenting in the Emergency Centre: Assess, manage and safely discharge/refer patients and provide Emergency Care as outlined by the Emergency Medicine: Head Clinical Unit. Provision of comprehensive and cost effective patient care. Triage Queue Management. Link with the community structures and NPO’s. Collect data and submit reports. Participate in FBU and M&M Meetings on a monthly basis.

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: 20 March 2020

POST 08/171: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)

Chief Directorate: Metro Health Services

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

CENTRE:
Khayelitsha District Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable
experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work overtime, shifts and night duty. Competencies (knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a specialised clinical nursing practice in accordance with the scope of practice and nursing standards. Able to plan and organise own work and that of support personnel to ensure holistic quality nursing care. Display leadership skills as Specialist midwife, promoting teamwork, responsibility and accountability.

**DUTIES**

Provide specialised nursing care within a professional legal framework and according to relevant set standards. Manage material and human resources in a cost-effective way. Accept responsibility as team leader and promote service excellence in the unit. Keep abreast of developments in the Nursing and Midwifery profession. Relevant education and demonstration to health care users as well as training and development of health care providers in the unit. Effective communication with other stakeholders interdepartmental and at different service levels.

**ENQUIRIES**

Ms G Mashaba Tel No: (021) 360-4408

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

**CLOSING DATE**

20 March 2020

**POST 08/172**

**ARTISAN FOREMAN: GRADE A (ELECTRICAL)**

Cape Winelands Health District

**SALARY**

R304 263 per annum

**CENTRE**

Stellenbosch Hospital

**REQUIREMENTS**

Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 years’ appropriate experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Ability to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Technical analysis and report writing skills. LOGIS (Inventory Control System) knowledge. Supervisory skills. Ability to draw up specifications for contract work, contractors and site inspections.

**DUTIES**

Oversee production of objects with material and equipment according to job specifications. Ensure maintenance, inspection, repair and servicing of electrical items and all other equipment. Ensure compliance with quality assurance with regard to the facility as well as equipment. Perform administrative and related functions with regard to the workshops. Manage performance of staff. Supervision of the workshop. Drafting of specification for contract work, contractors and site inspections.

**ENQUIRIES**

Dr RPA Davids Tel No: (021) 808-6173
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 : 20 March 2020

POST 08/173 : ARTISAN FOREMAN: GRADE A (ELECTRICAL)
Chief Directorate: Rural Health Services

SALARY : Grade A: R304 263 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: Grade A: 5 years’ appropriate experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Must have a valid wireman’s license. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and PowerPoint. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.


ENQUIRIES : Mr C van der Westhuizen Tel No: (023) 348-1100

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. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.

CLOSING DATE : 20 March 2020

POST 08/174 : ADMINISTRATION CLERK: ADMISSIONS (MEDICAL RECORDS)
(Chief Directorate: Rural Health Services)

SALARY : R173 703 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience of medical records in a hospital environment. Inherent requirement of the job: Prepared to work 12 hour shifts (which include night duty), weekends and Public holidays and work overtime on short notice. Competencies (knowledge/skills): Computer literacy, good interpersonal and communication skills. Ability to communicate in two of the three official languages of the Western Cape. Sound knowledge of Clinicom system.

DUTIES : Rendering an administrative support service to patients, public, supervisor and staff. Effective file management, filling, retrieving of files, archiving, destruction of folders, tracing folders and management of folders.

ENQUIRIES : Ms M Frieslaar Tel No: (021) 860-2591

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 : 20 March 2020

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 16 March 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification.
purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 08/175 : DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 20/2019 R1

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

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Planning/Development or related field as recognised by the South African Qualification Authority (SAQA) and/or eligible to register as a professional planner with South African Council for Planners (SACPLAN); A minimum of 4 years’ relevant management level experience; A valid code B driving licence. Recommendations: Municipal strategic management and strategic planning experience; Change Management experience; Appropriate experience in development planning or local government planning processes, including Performance Management. Competencies: Knowledge of the following: Financial Management; IDP policy, legislation and guiding manuals; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages; Project Management skills; Presentation and facilitation skills; Customer/client/liaison/networking skills; Financial Management skills; Negotiation skills.

DUTIES : Assess the quality of municipal integrated development plans; Monitor and report on annual municipal integrated development planning review and implementation; Assist in national and provincial budget planning and alignment with the municipal with municipal IDP’s; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning, training and capacity building; Maintain an integrated development planning document database in paper and electronically that is accessible to all spheres of government.

ENQUIRIES : Mr W Carelse at Tel No: (021) 483 2859

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

POST 08/176 : COMMUNITY DEVELOPMENT WORKER: REGION - EDEN (GEORGE), REF NO: LG 01/2020

SALARY : R208 584 per annum (Level 06)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 2 years’ proven experience in community development. Recommendations: Community Development Learnership Certificate; A valid driving licence; A good understanding of community needs and circumstances; Working knowledge of state functions and programmes. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Written and verbal communication skills.

DUTIES : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services
rendered by government and the processes and mechanisms to access the
services.

ENQUIRIES : Mr M Bell at Tel No: (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your
application online only: via http://www.westerncape.gov.za/jobs or
https://westerncapegov.erecruit.co

POST 08/177 : COMMUNITY DEVELOPMENT WORKER: REGION - CITY OF CAPE TOWN (KHAYELITSHA) REF NO: LG 04/2020

SALARY : R208 584 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 2 years’
proven experience in community development. Recommendations: Community Development Learnership Certificate; A valid driving licence; A
good understanding of community needs and circumstances; Working
knowledge of state functions and programmes. Competencies: Knowledge
of the following: Applicable policies, legislation; guidelines; standards;
procedures and best practices in the public services; Composition of
communities in the Western Cape and their functioning; Existing service
delivery levels in the Western Cape; Proven computer literacy; Written and
verbal communication skills.

DUTIES : Inform and assist communities with access to services provided by
government; Determine the needs of communities and communicate it to
the relevant structures; Promote networks and enhance the activities of
existing local community workers aimed at improved service delivery;
Compile reports and documents on progress, issues attended to, actions
taken and outcomes as required; Keep up to date with regard to all services
rendered by government and the processes and mechanisms to access the
services.

ENQUIRIES : Mr M Bell at Tel No: (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your
application online only: via http://www.westerncape.gov.za/jobs or
https://westerncapegov.erecruit.co

POST 08/178 : COMMUNITY DEVELOPMENT WORKER: REGION - CITY OF CAPE TOWN (KRAAIFONTEIN) REF NO: LG 05/2020

SALARY : R208 584 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 2 years’
proven experience in community development. Recommendations: Community Development Learnership Certificate; A valid driving licence; A
good understanding of community needs and circumstances; Working
knowledge of state functions and programmes. Competencies: Knowledge
of the following: Applicable policies, legislation; guidelines; standards;
procedures and best practices in the public services; Composition of
communities in the Western Cape and their functioning; Existing service
delivery levels in the Western Cape; Proven computer literacy; Written and
verbal communication skills.

DUTIES : Inform and assist communities with access to services provided by
government; Determine the needs of communities and communicate it to
the relevant structures; Promote networks and enhance the activities of
existing local community workers aimed at improved service delivery;
Compile reports and documents on progress, issues attended to, actions
taken and outcomes as required; Keep up to date with regard to all services
rendered by government and the processes and mechanisms to access the
services.

ENQUIRIES : Mr M Bell at Tel No: (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your
application online only: via http://www.westerncape.gov.za/jobs or
https://westerncapegov.erecruit.co
DEPARTMENT OF THE PREMIER

CLOSING DATE : 16 March 2020

NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 08/179 : CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 2020-03
(Contract - Maximum 4-Years)

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Post graduate qualification in policy and research methodology; 5 Years of experience at a senior managerial level. Recommendation: Master’s Degree in any of disciplines relating to public administration, public policy and research methodologies, fields of Socio-economic, political and development studies. Competencies: Expert knowledge across public sector policy including public policy analysis and development processes, strategy development, management and monitoring and review. Proven experience in conducting in-depth research and developing reports and business cases outlining and risks, insights, opportunities. Excellent analytical, critical appraisal, problem solving and organizational skills including time management and ability to work at a high level with minimal direct supervision. Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector including the ability to interpret and apply legislation, policies, processes, procedures, practices and report;, inter-governmental relations and, communications, public relations, public participation. Ability and experience of building and developing excellent relationships, working collaboratively and interfacing with stakeholders to successfully drive delivery. Demonstrated experience in developing partnerships, eliciting cooperation and working effectively with a range of stakeholders. Project Management or project coordination experience. High level interpersonal, conflict resolution and consultation skills. Strong conceptual, interpretive and formulation skills. Strong leadership, team building and interpersonal skills. Exceptional planning, organising and people management skills. The ability to multi task, deal with ambiguity and be responsive to and manage change in an ever-changing environment and under pressurised circumstances. Commitment to uphold and be a steward of the Mission, Vision and Values of the Western Cape Government.
DUTIES: Strategic management, leadership and coordination in respect of the development and implementation of high level integrated provincial policies and strategies on the economic, culture, innovation, social and governance and administration terrains. Drive and direct policy and strategy implementation, and interface with the associated delivery partners in departments and entities within and outside of the Western Cape Government in support of integrated service delivery. Engage effectively with key stakeholders to ensure the delivery of desired project outcomes on time and on budget; Lead and direct a group of policy/research experts in providing high level, evidence based policy development, analysis and specialist research services. In collaboration with the Strategic Management Information unit in the Branch drive the institutionalisation of a performance culture in the Western Cape Government through the implementation of evidence based practices and results based monitoring and evaluation through research and strategic data analysis and compile background information to strategic opportunities including but not limited to the identification and negotiation of new projects and initiatives emanating from the analysis; Provide strategic advice and support on policy implementation and review and facilitate the initiation of innovative, integrated government programmes and projects in pursuance of provincial priorities as required. Drive the Chief Directorate’s strategic planning process by continuously defining and reviewing the purpose, objectives, priorities and activities of the Chief Directorate and ensuring appropriate integration with counterparts within the Provincial Strategic Management Branch and integrated service delivery and governance partners. Demonstrate management of uncertainty, change, conflict and sensitive issues to achieve positive outcomes with a high degree of probity and integrity. Evaluate the performance of the department on a continuous basis against predetermined key measurable objectives and standards; Participate in the identification of current and future strategic options and assist in the development of submissions, reports or briefs to achieve desired outcomes; Ensure that sound people management practices are adhered to in the Chief Directorate by participating in and actively managing key areas to include recruitment, training, performance management, information capacity building, labour relations, and workforce planning. Ensure sound financial management practices are adhered to by participating in and actively managing key areas to include preparation of annual budgets and adjustments thereof, accountability for effective budget and expenditure control, ensure correct tender and procurement procedures are followed, comply with efficient and correct record keeping and management of assets.

ENQUIRIES: Mr Andre Joemat Tel No: (+27) 21 483 6708
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

OTHER POSTS
POST 08/180: ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 10/2020 (X3 POSTS)

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) majoring in Accounting and Auditing; A minimum of 3 years relevant experience in Audit or similar environment. Recommendations: Studying towards or having a professional certification. Competencies: Knowledge of the following: Information Gathering; Client Focus; International Standards and Professional Practice of Internal Auditing (Standards); Analytical Thinking; Interactive communication; Teamwork and writing skills.
DUTIES: Ensuring information obtained is relevant and reliable and logical conclusions are drawn in each step of the prelim survey; Adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive
understanding of how risks ought to be mitigated; Providing comprehensive and accurate systems description; Providing an appropriate extracted sample based on effective analysis of population and elements or control; Ensuring test procedures are developed in line with engagement objective requirements and key control design; Ensuring working papers are complete and accurate accompanied by useful, relevant, sufficient and reliable evidence delivered and coaching noted are signed off; Ensuring the elements of audit findings are appropriately aligned including adequate evaluation.

ENQUIRIES: Mr P Swartbooi at Tel No: (021) 483 8294
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

POST 08/181: MONITORING AND EVALUATION OFFICER: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 12/2020 (12 Month Contract Period)

SALARY: R376 596 per annum (Level 09) (plus 37% in lieu of service benefits)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years’ experience in a planning, implementation and/or reporting environment. Recommendations: Formal training or work experience in the following: Project management; Statutory planning (i.e Strategic Plans, Annual Performance Plans, Quarterly Performance Reports as well as Annual Reports. Competencies: Knowledge of the following: Result Based Monitoring and Evaluation; BizProjects and strategic management as it relates to Provincial Government; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Written and verbal communication skills.
DUTIES: Promote provincial programme and project performance methodologies and compliance guidelines from DPME; Assess, monitor and support provincial departments and public entities to strategically plan and report on provincial performance information through Strategic Plans (SP), Annual Performance Plans (APP), Quarterly Performance Reports (QPR) and Annual Reports (AR); Provide system support and guidance on BizProjects and BizPerformance and assist with data quality assurance and performance reporting; Provide business support through quality assurance and support with the development and maintenance of all Programme Definitions and projects maintained on BizProjects.

ENQUIRIES: Mr J Barnard at Tel No: (021) 483 4569
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
**POST 08/182** : STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DOTP 06/2020

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

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years relevant experience in an Internal Control/Audit/Financial Accounting/Governance environment. Recommendations: Working knowledge in terms of the evaluation of policies, instructions, and circulars. Competencies: Knowledge in the following: Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Risk Management frameworks, Internal Control tools and techniques; Communication (written and verbal) skills; Computer proficiency in MS Office (Word, Excel and PowerPoint); Planning and organising skills.

**DUTIES** : Ensure proper governance: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render advice on policy development (i.e. SCM); Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Conducting audits/inspections, drafting reports, communicating findings and ensuring the implementation of corrective measures and preventative controls; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system.

**ENQUIRIES** : Ms E Adams at Tel No: (021) 483 9451

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

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

**PROVINCIAL TREASURY**

**CLOSING DATE** : 16 March 2020

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

**OTHER POSTS**

**POST 08/183** : LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 05/2020 (X2 POSTS)

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

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Accounting/Internal Auditing/ Finance or Economics; A minimum of 3 years’ experience in a finance department; A valid code B driving licence. Recommendations: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector
Department. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; Good report writing skills; Strategic planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

**DUTIES**: Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to Municipalities; Facilitate training and other support to Municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

**ENQUIRIES**: Mr E Johannes at Tel No: (021) 483 4229

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

**POST 08/184** : ASSISTANT DIRECTOR: CLIENT INTERFACE REF NO: PT 07/2020

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

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/Public Policy/Business Administration/Finance or related field; A minimum of 3 years relevant experience in co-ordination of budgetary process environment; A valid code B driving licence. Recommendations: Strong financial background; Working knowledge of budget processes and procedures; Working knowledge of financial norms and standards as well as Acts such as MFMA and PFMA and related prescripts. Competencies: Ability to work under pressure; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer skills, especially MS Word and Excel; Information management skills; High level negotiating skills; Project Management skills; Planning and organising skills.

**DUTIES** : Monitor and coordinate the Provincial and Local Government medium term expenditure committee (MTEC) Processes; Coordinate the process of assessment of performance (Provincial and Municipal); the management of budgetary information; Assist with the process of data information management.

**ENQUIRIES** : Mrs T Bosser at Tel No: (021) 483 6422

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

**POST 08/185** : PROCUREMENT SPECIALIST: (CLIENT SUPPORT AND SUPPLIER DEVELOPMENT SPECIALIST) PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 08/2020

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

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance/Economics/Accounting/Law; A minimum of 3 years’ experience as a Procurement and Supply Chain professional. Recommendations: Experience in vendor management and supplier development; Project Management. Competencies: Knowledge of Supply Chain Management and Asset management legislation and policy framework and experience in providing advice, guidance and support in the implementation thereof; Understanding of the South African marketplace; Research and analysis (report writing) procedures.

**DUTIES** : Develop and implement strategies for Supply Chain Management and Asset Management capacity development; Provide knowledge management and
capacity development services to internal and external clients; Give effect to
capacity, knowledge and skills development through integrated and bespoke
training, workshops, forums and road shows to internal stakeholders; Give
effect to development strategies through supplier road shows, workshops,
training and open days; Provide support at client support centers for
government and the public suppliers in respect of procurement.

ENQUIRIES: Ms T. Rakiep at Tel No: (021) 4836 4720
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your
application online only: via http://www.westerncape.gov.za/jobs or
https://westerncapegov.erecruit.co

POST 08/186: ADMINISTRATOR: CHARTERED ACCOUNTANTS INTERNSHIP
PROGRAMME REF NO: PT 06/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or
higher qualification) in Financial Management or Human Resource
Management; A minimum of 1-year relevant experience. Recommendations: Experience of administering a similar independent
SAICA accredited office. Competencies: Knowledge of the following: SAICA
training regulations; Policy development; Financial norms and standards;
Financial management and budgeting processes; National and Provincial
instruments and legislation pertaining to human resources; Procurement
policies/procedures/contract management; Proven computer literacy;
Written and verbal communication skills.
DUTIES: Perform line function support services; Give inputs into the maintenance of
policy; Give inputs into the development and maintenance of recruitment,
placement and retention strategies; Liaise with service providers; Perform
administrative support functions; Register trainee contracts with SAICA and
coordinate the SAICA trainee contracts and requirements; Perform contract
management on SAICA’s learner tracking system; Assist in the recruitment
and appointment of trainees.

ENQUIRIES: Ms A Aboo at Tel No: (021) 483 9081
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your
application online only: via http://www.westerncape.gov.za/jobs or
https://westerncapegov.erecruit.co

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE: 16 March 2020
NOTE: Only applications submitted online will be accepted. Shortlisted candidates
will be required to submit copies of their documentation for verification
purposes. These candidates will be required to attend interviews on a date
and time as determined by the department. Please ensure that you submit
your application before the closing date as no late applications will be
considered. Kindly note that technical support is only available from Monday
to Friday from 8:00 to 16.00 should you experience any difficulties with your
online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 08/187: SOCIAL WORK SUPERVISOR: KHAYELITSHA SERVICE DELIVERY
TEAMs REF NO: DSD 11/2020

SALARY: R384 228 – R445 425 per annum (OSD as prescribed).
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work)
that allows professional registration with the SACCSP; Registration with the
SACCSP as a Social Worker; A minimum of 7 years appropriate experience
in social work after registration as Social Worker with the SACCSP; A valid
code B driving licence. Competencies: Knowledge of the following: Social
work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES
Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; 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 M Harris at Tel No: (021) 001 2145

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

POST 08/188
ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT REF NO: DSD 06/2020

SALARY
R316 791 per annum (Level 08)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Relevant legislation governing the facility’s administration and financial processes; Proven computer literacy; Written and verbal communication skills; Financial and administration skills; Planning and organising skills.

DUTIES
Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Oversee general maintenance; Rendering of a transport service; Support the facility with operational matters.

ENQUIRIES
Mr S Nqwazi at Tel No: (021) 826 6059

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

POST 08/189
SOCIAL WORKER: PHILLIPI SOCIAL WORK SERVICES REF NO: DSD 07/2020 (X2 POSTS)

SALARY
Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social...
Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts; Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES: Ms I April at Tel No: (021) 763 6217
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/190: CHILD AND YOUTH CARE SUPERVISOR: LINDELANI PROFESSIONAL SERVICES REF NO: DSD 08/2020

SALARY: Grade 1: R199 188 per annum, (OSD as prescribed).
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years’ appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act; Relevant policies; Related Legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills.

DUTIES: Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to subordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Monitor the implementation of the daily structured programmes; Supervise and perform clerical/administration functions.
ENQUIRIES: Ms D Baugaard at Tel No: (021) 826 5972
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/191: CUSTOMER CARE ASSISTANT: CUSTOMER CARE (CAPE AGULHAS)
REF NO: DSD 10/2020

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months administration experience. Recommendations: Customer Care/NGO experience; A valid Code B or higher driving licence. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.

DUTIES: Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.

ENQUIRIES: Ms M Arendse at Tel No: (023) 348 5300
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/192: CHILD AND YOUTH CARE TEAM LEADER: LINDELANI PROFESSIONAL SERVICES
REF NO: DSD 09/2020

SALARY: Grade 1: R157 245 - R176 982 per annum, (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendations: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Proven computer literacy; Written and verbal communication skills; Ability to intervene and resolve conflict; Report writing skills; Presentation and facilitation skills; Planning and organising skills; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

DUTIES: Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES: Ms D Baugaard at Tel No: (021) 826 5972
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 16 March 2020

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 08/193: ELECTRICAL ENGINEER (PRODUCTION LEVEL), HEALTH INFRASTRUCTURE REF NO: TPW 29/2020

SALARY: Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Recommendation: Experience in programme and project management. Competencies: Knowledge of: Review and updating of the electrical department’s Norms and standards. Technical working knowledge of the following: Medium and low voltage electrical distribution in buildings and medical location, emergency power systems, lighting design and applications, electronic services such as CCTV, access control and fire detection. Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Creating a high performance culture; Professional judgement; Contract documentation and administration, act/ regulations and Occupational Health and Safety (OHS-ACT), National Building Regulations, SANS, and all relevant built environment legislations; Proven Computer literacy (MS Office); Decision making skills; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Planning and organising; Conflict management; Problem solving and analysis; People Management; Technical report writing; Change Management and innovation.

DUTIES: Design and installation of electrical engineering works for health facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Coordinate tender procedures; Undertake project leading and investigations; Plan the maintenance of electrical engineering works and reporting thereof; Supervise technical personnel and ensure training and development; Implement legal requirements and standards; Continuous professional development to keep up with new technologies and procedures; Monitor and control expenditure and report on expenditure and service delivery; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure through evaluation that
planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Verify documentation complied by other professional disciplines; Approve engineering works according to prescribed norms and standards; Human capital development will entail the following: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning will entail the following: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery.

ENQUIRIES: Mr Y Jacob Tel No: (021) 483 8514
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/194: ARCHITECT (PRODUCTION LEVEL): ARCHITECTURAL SERVICES, REF NO: TPW 35/2020

SALARY: Grade A: R618 732 - R666 540 per annum (OSD salary determined as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD salary determined as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD salary determined as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in using Autodesk Revit & Sketchup. Competencies: Knowledge in the following: Architectural planning, producing construction documents and administration of JBCC 2000 PBA and NEC3 EEC contracts; Using Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; Legal compliance with various acts including the Occupation Health & Safety Act, National Building Regulations and its implementation via the South African National Standards; Project management principles; Financial management principles; Ability to work under pressure and meet deadlines; Self-motivated; Conflict management; Leadership, organising and teamwork; Verbal and written communication in skills in at least two of the three official languages of the Western Cape.

DUTIES: Perform architectural activities on state-owned or leased buildings, structures or facilities; Project management, administration and budget planning; Human Capital development; Research & professional development.

ENQUIRIES: Ms C Skillicorn Tel No: (021) 483 4605
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/195: CHIEF WORKS INSPECTOR: BUILDING, COMMUNITY HEALTH CENTERS (METRO EAST/WEST) REF NO: TPW 25/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years’ appropriate experience; A valid code B driving licence. Recommendation: Experience in preparation of
specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of building contracts and contract administration; Technical experience of occupational health and safety act and regulations. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; Construction regulations within the Occupational Health and Safety Act; Proven Computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written).

**DUTIES**

Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers e.g. contractors, built professional consultants, facility managers, local municipalities and department of health; Responsible for PERMIS, mentorship and development, good time management and effective neat housekeeping; Ensure that the socio-economic impact [job creation] is mandated; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No. 19 of 2007), are delivered consistently.

**ENQUIRIES**

Mr L Titus at Tel No: (021) 483 5215

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 08/197: CHIEF WORKS INSPECTOR ELECTRICAL: COMMUNITY HEALTH CENTERS (WEST COAST/WINELANDS) REF NO: TPW 36/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years’ appropriate experience; A valid code B driving licence. Recommendation: Technical experience of occupational health and safety act and regulations. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 (Electrical wiring code) compilation of specifications and tender regulations; Proven Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.

DUTIES: Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES: Mr L Titus at Tel No: (021) 483 5215
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/198: PERSONAL ASSISTANT: PUBLIC PRIVATE PARTNERSHIP REF NO: TPW 23/2020

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

DUTIES: Provide a secretarial/receptionist support service to the Senior Manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the managers with the administration of the budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood; Ensuring effective flow of information/documents through the office; Safe-keeping and filing of documents; Compile reports and scrutinise routine submission, reports and draft documents as required; Manage travel arrangements.

ENQUIRIES: Mr T Pillay at Tel No: (021) 483 2186
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/199: SENIOR ASSET PRACTITIONER: DISPOSAL MANAGEMENT REF NO: TPW 31/2020

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A Grade 12 (Senior certificate or equivalent qualification); A minimum of 6 years relevant experience in asset disposal or similar environment. Recommendations: Experience in Accounting and/or Logistics Information System (LOGIS); Knowledge of Standard Charts Of Accounts and Systems (SCOA); A valid Code B (or higher) driving licence. Competencies: Good understanding of the following: Asset Management; Accounting; SCOA Public Finance Management Act; LOGIS; Communication (verbal and written) skills; Computer literacy in MS office Package.

DUTIES: Order and receive assets by ensuring that there is funding available and a need exists; Receive, capture and file Log1; Obtain quotes in accordance with policies and prescripts; Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts; Maintain accurate records of contracts utilised and available for use; Marking assets; Maintaining an accurate ledger of assets on logis; Identify shortages and surpluses; Update asset register; Update theft and losses register; Report on movement of assets by capturing all donations received and issued; Download asset reports; Participate in annual (bi-annual) stock take; Check if transactions comply with legislative requirements with regards to transaction control sheet.

ENQUIRIES: Mr C Matthyse at Tel No: (021) 483 4636
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 08/200: CLIENT CARE CENTRE AGENT: CLIENT CARE CENTRE REF NO: TPW 34/2020 (X6 POSTS)

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 2 years’ experience in a mechanical, panel beating or similar fleet management environment; A valid (Code B or higher) driving licence. Recommendation: Relevant working experience in the following: Government and/or other motor transport fleet agencies; Retail Motor Industry (RMI)/South African Motor Body Repairers’ Association (SAMBRA) (or equivalent) grading systems; Audatex/Abuntex system; Cost analyses. Competencies: Knowledge of the following: Repair, maintenance, panel beating and spray painting of vehicles (i.e. Motorcycles, Quads, Sedans, LDV’s, Panel vans, Cranes, Trucks and Busses); BBB-EE Act; Fleet Management Systems; Office administration; Client Liaison Management; Written and verbal communication skills; Planning and organisational skills; Good problem solving and conflict resolution skills; Ability to work in a team and result orientated.

DUTIES: Receive incoming calls from Client institutions on a daily basis; Capture said Fleet Repair and Maintenance service requests (SR’s) on the GMT system; Follow up on open service requests with the GMT Teams and/or Vehicle Related Suppliers; Assist with the capturing of vehicle inspections; Publish service requests to invite quotes, and coordinate vehicle assessments by the GMT Team and/or Vehicle Related Suppliers on the GMT premises; Coordinate with Client institutions and assist with the scheduling of vehicles overdue for service intervals as prescribed by the vehicle manufacturer, COF renewal, vehicle manufacturer recall programs and processing vehicle inspections performed by GMT, the R&M service provider (Nedbank) and
Client institutions; Review quotes received via the GMT FleetMan system to tow and/or recover vehicles, servicing, repair and/or maintenance of vehicles and scrutinize the vehicles technical history, before approving or rejecting the service requests with a reason or escalate to the Assistant Director/ Deputy Director/Director for review or approval; Monitor accident damage and/or mechanical repair vehicle downtime progress and follow up on overdue vehicles until resolved; Follow up on outstanding Vehicle Related Supplier invoices to finalize the GMT service requests; Provide technical advice to Client Institutions and Transport Officers, and assist with drafting TV6/28 vehicle condition assessment reports when the vehicles are withdrawn from service (to be auctioned); Receive misuse and/or vehicle hijacking/thefts reporting via the GMT Report line (calls or email) and handle/register said cases on the GMT system (for further action by GMT Fleet Risk Management and the vehicle tracking service provider).

**ENQUIRIES**
Mr S Tyman at Tel No: (021) 467 4756

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

**POST 08/201**
**ADMINISTRATION CLERK: STATUTORY REPORTING AND STAKEHOLDER RELATIONS**
**REF NO:** TPW 32/2020

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

**CENTRE**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Government Motor Transport administration; Verbal and written communication skills; Good writing skills; Customer care skills; Professional approach towards service delivery; Proven computer literacy (MS Word, Excel, PowerPoint); Organising skills; Ability to work in a team and independently; Ability to work under pressure; Ability to interpret relevant Acts, policies and contracts.

**DUTIES**
Render a support function; Render client provisioning services; Administration and record keeping in terms of Client Service Level Agreements; Client relationship support services; Client service delivery monitoring; financial control (Sectional Buyer) assistance.

**ENQUIRIES**
Mr G Simandla at Tel No: (021) 467 4703

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

**POST 08/202**
**ACCOUNTING CLERK: DEBT MANAGEMENT**
**REF NO:** TPW 37/2020

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

**CENTRE**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject; A minimum of 6 months experience in a Debt Management environment; A valid code B driving licence. Competencies: Financial reporting skills; Systematic approach; Numerical skills; Proven computer literacy; Written and verbal communication skills; Analytical thinking.

**DUTIES**
Process all collection of revenue administration and follow-up on outstanding debt; Update and maintain the customer database; Draw documentation and handle debtor administration, audit queries and reports; Responsible for reversing and adjusting of claims.

**ENQUIRIES**
Mrs K Proctor-Fourie at Tel No: (021) 467 4792

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