PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 09 OF 2020
DATE ISSUED: 06 MARCH 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:

FREE STATE: DEPARTMENT OF POLICE, ROADS AND TRANSPORT: Kindly note that the post of Driver with Ref No: FS PR&T/DFM/10/01/2020 advertised in Public Service Vacancy Circular 08 dated 28 February 2020: The total number of the posts and duties has been amended as follows: Centre is Bloemfontein X3 Posts, Thabo Mofutsanyane X5 posts. Duties: Grade 10 or equivalent qualifications. Public driver Permit. (PDP). 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.

WESTERN CAPE: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the post of Head: Special Investigations Unit with Ref No: DSD 02/2020 advertised in Public Service Vacancy Circular 06 dated 14 February 2020, was advertised with the incorrect qualification requirement. The requirement for this specific post is an Honours degree/ 4-year B-degree and the closing date is extended to 13 March 2020.
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#### PROVINCIAL ADMINISTRATIONS

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

APPLICATIONS must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. No late applications will be accepted.

CLOSING DATE: 20 March 2020

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Non-SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to people with disability and women in accordance with our employment equity.

OTHER POST

POST 09/01: DEPUTY DIRECTOR: HUMAN RESOURCES DEVELOPMENT, EMPLOYEE WELLNESS AND PERFORMANCE MANAGEMENT; AND DEVELOPMENT SYSTEM REF NO: CSP/07/2020

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

CENTRE: Pretoria

REQUIREMENTS: National diploma/Bachelor’s Degree in Human Resource Management and/or Development, or relevant equivalent qualification. 3-5 years of experience of which 3 years’ experience must be at an Assistant Director level. Knowledge of legislation, policies and procedures in relation to Human Resources Development and Performance Management and Development System. Diversity Management, Performance management and monitoring, Public Service Regulations, Public Finance Management Act, Skills Development Act, Basic Conditions of Employment Act. Good governance and Batho Pele, Knowledge of PMDS systems. Knowledge, development and implementation of HRD Systems. National Skills Development Strategy. Human Resource Development; Talent Management; Diversity Management; Performance Management; and all related strategies, policies and activities. Project Management, Problem solving and decision making skills, Managing interpersonal conflict and resolving skill, networking and developing bonds skills and team leadership. Computer literacy, Presentation skills, planning and organising, Analytical and decision making and influential skills.

DUTIES: Develop, manage and implementation of Human Resources Development (HRD); Performance Management and Development System (PMDS); Diversity Management; Employee Health and Wellness policies and guidelines; Manage the implementation of HRD and PMDS systems. Develop and implement HRD & PMDS development programmes. Facilitate and coordinate training programmes. Facilitate and manage compulsory induction programmes. Coordinate adult education training programme. Administer and maintain effective database for training plans and reports. Implement the
Workplace Skills Plan and training programmes. Identify and conduct training interventions in line with the skills audit/needs analysis. Manage the Quarterly Monitoring Reports, Work Skills Plan and relevant stakeholders (e.g. SETAs). Manage the implementation of the recognition of improved qualifications and prior learning. Manage unemployed youth development programmes (internship, learnership and traineeship). Development of HRD operation strategies. Develop the organizational human resources development strategy in compliance with DPSA directives and prescripts. Manage and implement the performance management development systems. Develop and implement talent management strategy. Provide and facilitate administrative support for PMDS projects and programmes. Co-ordinate and facilitate the effective implementation of the performance management system. Advice and ensure compliance to PMDS. Administer the provision of PMDS. Facilitate and coordinate the implementation of Performance Management framework. Ensure compliance with Performance incentives framework. Coordination of the moderation of performance agreements and assessment for both SMS and non SMS, probations, poor performance and management of reports. Management of physical, financial resources. Conduct policy workshops and awareness programmes. Develop, manage and coordinate Employee Health and Wellness programmes, service, policies and guidelines. Implement and ensure Occupational Health and Safety (OHS) policies and standards. Facilitate and implement gender, disability, youth and children (GDYC) programme. Ensure awareness of and conduct EHW, OHS & GDYC workshops.

ENQUIRIES: Mr BK Shiphamele/Mr S Matsapola Tel No: (012) 393-4359/2500
DEPARTMENT OF EMPLOYMENT AND LABOUR

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

APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

CLOSING DATE: 23 March 2020 at 16:00

NOTE: Applications quoting the relevant reference number 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 and a Driver’s license where applicable. The certification must be within six (6) 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, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign a performance agreement. The Department of Employment and Labour 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).

OTHER POSTS

POST 09/02: DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: HR4/4/3/2DDFR/UIF

SALARY: R733 257 per annum (All inclusive)

CENTRE: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: Three (3) year tertiary qualification in Finance. Three (3) years functional experience. Two (2) years managerial experience in finance environment, Knowledge: Knowledge of the UI Acts, Knowledge of the PFMA & Treasury Regulations, Knowledge of Generally Recognised Accounting Practices Standards and IFRS (International Financial Reporting Standards), Extensive knowledge to apply accounting best practices, Extensive knowledge of the financial systems, Extensive Knowledge of MS Office, Knowledge of statistical methods/tools for the analyses of monthly and yearly reports, Knowledge of budgeting procedure. Skills: Accounting skills, Problem solving skills, Analytical skills, Report writing skills, Computer skills, Good interpersonal relation skills, Communication skills, Customer care skills, Time Management skills, Independent problem solving skills, Management skills, Project management skills, Policy management and development.

DUTIES: Manage financial reporting on the status of the UIF. Monitor the maintenance and reconciliation of the general ledger. Manage the performance of
accounting and sundry activities. Manage the coordination of Audit office functions Manage the resources in the Sub-Directorate.

**ENQUIRIES** : Ms L Briedenhann Tel No: (012) 337 1733/1668

**POST 09/03** : **DEPUTY DIRECTOR: MAINTENANCE REF NO: HR 4/ 4/3/DDM/ UIF**

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

**CENTRE** : Unemployment Insurance Fund: Pretoria


**DUTIES** : Manage and maintain provisioning of Facilities Management Services of UIF properties. Monitor the provision of general maintenance, cleaning and parking services. Monitor and maintain the switchboard and reception services, manage the resources in the Sub-Directorate.

**ENQUIRIES** : Ms MM Ramoshaba Tel No: (012) 337 1412/1405

**POST 09/04** : **ASSISTANT DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO: HR 4/4/3/2ASDCM/UIF**

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

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Three years tertiary qualification in Accounting/Cost and Management Accounting/Public Finance Management, Four (4) years’ experience of which two years must be functional experience in finance environment. Two (2) years must be at a supervisory level. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Financial Management Act (PFMA), Unemployment Insurance Contributions Act and Regulations (UICA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Treasury Regulations. Supply Chain Management Systems and Processes, Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management, Analytical, Problem Solving, Presentation, Planning and Organising, Communication (both verbal and written), Computer Literacy, Report Writing, Minutes writing.

**DUTIES** : Coordinate the allocation of correct contributions to employer records, facilitate the provision of cashier services, Coordinate the investigations and allocation of contributions. Manage the resources of the sections.

**ENQUIRIES** : Ms Z Fololo Tel No: (012) 337 1895
ANNEXURE C

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION
Mr S Matshageng

CLOSING DATE
20 March 2020

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

OTHER POST

POST 09/05

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/1/5/1 - 20/19
Directorate: Supply Chain Management

SALARY
R733 257– R863 748 per annum (all-inclusive remuneration package)

CENTRE
Pretoria

REQUIREMENTS
Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor’s Degree (NQF Level 7) in Public Management/Public Administration /Logistics Management or Purchasing Management with Four (4) years relevant experience of which two (2) years should be on salary level nine (9) in all the areas of Supply Chain Management environment. Sound knowledge of the application of government and departmental policies in relation to all areas of Supply Chain Management. Knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations. Knowledge of the Framework for supply chain management and understanding of business functions and processes of government supply chain management. Good interpersonal (leadership and communication skills, financial and human resources management, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management including policy analysis and development as well as Quality Management. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Have initiative and pay close attention to detail. Willingness to work irregular hours and to travel
when required. Proven report writing and presentation skills. Proven computer literacy. Knowledge of LOGIS, Procurement Integration and BAS.

**DUTIES**

The successful candidate will be reporting to the Director: Supply Chain Management and will be responsible for the following duties: Management of the procurement and payment sections. Ensure that requests for orders are processed timeously in line with the departmental standards. Ensure that invoices are paid timeously in line with the departmental standards. Ensure that the Supply Chain Management risk and the receiving and issuing sections are managed effectively. Assist with the authorization of orders and payments. Compile all the relevant reports relating to payments, procurement, and other relevant sections within your area of management and submit timeously as per departmental standards. Advice clients with respect to media buying request memos and deviations. Ensure that media buying procurement memos are compliant to the PFMA and other regulatory legislation. Keep track of media buying requests and spend. Compile all the relevant reports relating to media buying requests and submit timeously within the departmental standards. Ensure effective and efficient management of the bids and RFQ’s. Advice clients with respect to specifications and terms of reference. Ensure that bidding processes are compliant to all relevant legislation including ensuring compliance to PPPFA and BBBEE. Compile relevant reports in relation to BBBEE as per departmental standards. Serve as an advisor at bid evaluation and adjudication meetings. Monitor the implementation of Contracts in relation to awarded tenders and or RFQ’s. Ensure timeous renewal of contracts and operating leases in line with the departmental standards. Compile relevant reports relating to bids, RFQ’s, contracts and operating leases as per departmental standards. Consolidation of the procurement plan of the department and develop a sourcing strategy. Monitor implementation of the procurement plan and ensure timeous reporting to relevant structures in line with departmental standards. Continuously lead capacity building presentations to internal clients on media buying, procurement and other bid related matters. Compiling and typing of submissions/reports. Attending to enquiries and or queries.

**ENQUIRIES**

Ms Midah Moreroa Tel No: (012) 473 0185

**NOTE**

Preference will be given to Coloured male/female and African male

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**GRADUATE INTERNSHIP PROGRAMME**

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2020/2021 financial year. The Graduate Internship Programmes meant to provide work exposure to nine (9) graduates for a period of twenty (24) months. Placement in the organisation after the Internship Programme is not guaranteed.

Other Post

**POST 09/06**

**INTERN: RISK MANAGEMENT REF NO: 3/1/5/1 - 20/20**

(24 months-contract)

Directorate: Strategic Planning, Performance Monitoring and Reporting

**STIPEND**

R6747.75 per month

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants should be in possession of National Diploma (NQF 6) in Risk Management/Auditing. No experience required. Applicants are required to possess communication and basic computer skills.

**DUTIES**

The successful incumbent will be required to provide support to the Strategic Management Unit. This includes assisting the Risk Manager with all risk, fraud and corruption matters in the organisation.

**ENQUIRIES**

Mr Mhlengi Mkhize Tel No: (012) 473 0376

**NOTE**

Preference will be given to Coloured, White and Indian male/female candidates
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 20 March 2020 at 12h00 noon
No email or faxed applications/No late applications; 12H00 No late applications will be considered. No faxed/e-mailed/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.

The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicant 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/

OTHER POSTS

POST 09/07 : PLANNER: MONITORING AND EVALUATION REF NO: P/M&E/2020/03-2P
Corporate Monitoring and Evaluation

SALARY : R316 791 per annum (basic salary)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three year National Diploma/Degree in Monitoring & Evaluation or Research or a related three year qualification (at least 360 credits) coupled with 3 years’ experience in Monitoring and Evaluation environment; Knowledge of Monitoring and Evaluation processes, Knowledge of Governmental Guidelines on Monitoring and Evaluation, Knowledge of Statistical Analysis,
Knowledge of Strategic Planning, Knowledge of Public Services Regulatory Frameworks, Analytical skills, Financial Skills, Customer relations skills, Problem solving skills, Communication skills (verbal and written), Ability to build strong network relationships, Outgoing personality, Ability to work in a team, Ability to conduct research.

**DUTIES**

The successful candidates will be responsible for the following functions and include, but not limited to: Providing support to the M&E Management team in executing M&E activities; Contribute to the development and implementation of the M&E Policy, M&E Strategy and M&E Framework; Provide M&E capacity building and support to business units; Assist in the development of the M&E system; Provide support in executing M&E activities at Regional and Satellite Offices; Provide M&E feedback to internal and external stakeholders; Assist in marketing the M&E function through different mediums of communication; Support the undertaking of risk management with regards to non-compliance to monitoring and evaluation directives; Provide support in the identification of the M&E best practices, latest developments and trends both nationally and internationally. Providing support to the Monitoring team in executing monitoring activities: Undertake needs analysis to identify the GPAA monitoring needs; Develop monitoring data collection tools; Gather, verify and analyze information for monitoring of organizational performance; Provide support in generating Monitoring Reports; Provide advice and support for business units in monitoring their initiatives. Providing support to the Evaluations team in executing evaluation activities: Undertake needs analysis to identify the GPAA evaluation needs; Develop evaluation data collection tools; Conduct internal and external evaluation studies; Gather, consolidate and analyze the evaluations data; Provide support in generating Evaluation and Research Reports; Provide advice and support for business units to undertake self-evaluations. Providing support to the Data Management team in executing data management activities: Collection and capturing of M&E and Research data and produce reports as well as trend analysis.

**ENQUIRIES**

Mr Ismael Radebe Tel No: (012) 399 2299

**APPLICATIONS**

Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria

**FOR ATTENTION**

Mr Ismael Radebe – Recruitment

**NOTE**

Various permanent M&E Planner positions in Corporate Monitoring and Evaluation are currently available at the Government Pensions Administration Agency. The purpose of the post is to provide Monitoring and Evaluation (M&E) support to the GPAA programmes.

**POST 09/08**

**ADMINISTRATORS: TRACING REF NO: TA/UC/2020/02-3C**

(12 Months Contract)

Finance: Unclaimed Benefits

**SALARY**

R208 584 per annum plus (Level 06) 37% in lieu of benefits

**CENTRE**

Bisho, Mthatha and Port Elizabeth

**REQUIREMENTS**

An appropriate three year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which 6 months should be in administration OR A Senior Certificate/Grade 12 coupled with 3 years appropriate proven experience in accounting/financial management field of which 6 months should be in administration. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be an added advantage. The applications of individuals currently residing in the Eastern Cape May receive preference. Knowledge of PFMA, Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; deadline driven.

**DUTIES**

The incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to; Trace beneficiaries. Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; engage government departments and other community...
platforms to trace beneficiaries and members on unclaimed benefits list. Rectify error by updating the system with the correct information provided by the clients. Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing. Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases. Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager and the Outbound Call Centre Agent.

ENQUIRIES
APPLICATIONS
Mr Lesiba Sehlapelo Tel No: (012) 399 2710
Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001. Or drop off your application at any of the following offices in Eastern Cape, Bisho: No 12 Global Life Office Enter, Circular Drive or Mthatha: 2nd Floor, PRD Building, Corner Sutherland and Madeira Streets or Port Elizabeth: Ground Floor, Kwantu Towers, Sivuyile Mini-Square, next to City Hall.

FOR ATTENTION
NOTE
Mr Lesiba Sehlapelo – Recruitment
Various positions for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency in the Eastern Cape. The positions will be filled as 12 months contract positions.
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS

Potential candidates may apply online on the GTAC website at https://www.gtac.gov.za/careers. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.

CLOSING DATE

20 March 2020 at 12h00 pm

NOTE

Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certification should be not older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

POST 09/09

DEPUTY DIRECTOR: ICT AND KNOWLEDGE MANAGEMENT - MFIP REF NO: G002/2020)

(24 Months Fixed Term Contract)

SALARY

R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

CENTRE

Pretoria

REQUIREMENTS

A degree (NQF level 7 qualification) in Information Systems or related field. Specialisation in the development and deployment of systems, programming, technology-based learning and information-sharing platforms/solutions will be an advantage. A minimum of 5–7 years’ experience in ICT and knowledge management, at least 2 of which at middle management level. Experience in the public service is an added advantage, experience in C#, .Net, SharePoint Microsoft Certified Software Developer, Microsoft SQL database, UML Modelling and MS SQL Reporting Services will also be an added advantage. Competencies required: Administrative Operations; Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and controlling costs, work, and contractor performance. Legislative knowledge; Knowledge of the Public Service Act and Regulations governing the management of ICT in the public service and related legislation such the PAI Act and/or regulations governing the access and security of government information. Information and Communications Technology; Knowledge of public service ICT practices and services including transversal systems integration, information security management, and software copyrighting and licensing management. Computer literacy; Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, Email).

DUTIES

The position will be based within the Knowledge Management (KM) unit of the MFIP. The overall role within MFIP is to ensure that the MFIP systems and applications meet the demands of a high-speed, data intensive and complex, information managing environment. ICT Governance Management; Assist with the establishment and maintenance of the MFIP ICT governance framework
including: ICT policies, procedures and classification systems, ICT service delivery practices ICT Minimum Interoperability Standards (MIOS) ICT risk mitigation strategies and controls, ICT disaster recovery plans and processes, ICT internal controls and registers for access, security and asset management. Manage the continuous improvement of GTAC ICT processes including: conducting research on latest ICT trends and compiling reports, attending DPSA workshops with regards to ICT to ensure that all legislative and regulatory frameworks are updated, building an interdepartmental network group for reference and benchmarking. Knowledge Management; Administer and maintain the program database, Produce, publish, update and maintain programme content, assist with the design and coordination of user support systems and platforms, assist with the management of capturing and analysing lessons learnt, identifying pain points and address the issues, actively manage the pain points and bug register, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. Systems Analysis and Design; Liaise with business analysts, end-users and/or vendors to obtain requirements for new systems or system enhancements, translate the business requirements into technical designs taking into account the target environment existing systems and potential risk and security-related aspects, investigate and model business functions, processes, and information flows and data structures using methodical and consistent techniques. Programming/Software Development; Configure web applications based on business requirements, write programs for SharePoint based systems, automate relevant system processes using K2 Workflows, prepare releases and release notes for software being released into the pre-production and production environments, improve existing systems as well as innovate new system solutions. End User Support; Provide an interface between end-users and service providers, including documenting problems, progress checking, and ensuring all diagnostic information is provided for error resolution and incident analysis, maintain on-going collaborative relationships with business through structured processes and ad hoc customer contact in order to ensure proper understanding of customer needs and delivery of appropriate solutions, make initial diagnosis of any problems and advise known solutions where applicable. Quality Assurance; Conduct unit testing of the code written to ensure that it fulfils the requirements as set out in the business functional requirements specification, review and refactor program code to improve system performance, assist business analysts and end-users with preparing the quality assurance environment for testing, conduct disaster recovery testing from time to time. Problem Management; Support the business during user acceptance testing by resolving any queries and defects in order to ensure delivery of a system that meets business requirements, obtain diagnostic data to assist in the investigation and resolution of problems on systems, match unresolved incidents against existing problems, known errors and other incidents, ensure that incidents and problems in systems and services are fully recorded and documented, keep the relevant stakeholders informed of the status of systems and services, review to the extent possible changes in code and the environment that will affect system performance.

ENQUIRIES

Kaizer Malakoane Tel No: (012) 315 5442.
APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms T Moepi

CLOSING DATE: 23 March 2020 Closing Time: 12h00 Midday

NOTE: All short-listed 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. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. 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 Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 09/10: DIRECTOR-GENERAL: HEALTH REF NO: NDOH 1/2020

Re-advertisement applicants who previously applied need not re-apply (Five-Year Contract)

SALARY: R1 978 533 per annum (An all-inclusive remuneration package) [basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE: Pretoria

REQUIREMENTS: This high-level position calls for a person who is in possession of an appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. At least eight (8) to ten (10) years of experience at a senior managerial level of which five (5) must be as a member of the SMS in the Public Service. Proven ability to innovate. High-developed liaison, communication and negotiation skills are also official requirements. Must be in possession of a valid driver’s license.

DUTIES: As Accounting Officer in overall control of the Department, the successful candidate will be responsible for: Implementation of the 9 Pillars of the Presidential Social Compact for transformation of the Health Sector, adopted by the National Government of South Africa. Provision of strategic leadership and creation of a social compact for better health outcomes. Implementation of a National Health Insurance Plan. Improving quality of Services. Overhauling the health care system and improve its management. Improving Human Resources Management. Revitalisation of physical infrastructure. Accelerate implementation of HIV and AIDS Plan and reduction of mortality.
due to TB and other communicable diseases. Mass mobilisation for better health for the population. Review of the Drug policy. Strengthening Research and Development. Effective co-operation and collaboration with other Departments. Chief Advisor to the Minister on Policy matters. Implementation of government health policy. Implement comprehensive integrated health systems and develop programmes, which will provide accessible and improved health services to all South Africans through a primary health care approach. Implement a comprehensive national strategy to control and reduce the spread of communicable and non-communicable diseases and stakeholder mobilisation for that purpose. Ensure proper planning of health resources and facilities to support and evaluate service delivery. Reduce environmental and occupation health risks. Ensure the appropriate use of health technologies and to regulate control and produce essential drugs. Implement policies and programmes to enable people who are disabled to reach their potential to improve the delivery of mental health service and to reduce legal and illegal substance abuse. Reduce maternal, women and child morbidity and mortality and improve the health of young people. Provide information for planning, management and evaluation of health services and health research. Ensure that regulations relating to professional councils are adhered to. Promote regional and interregional co-operation with the health sector according to the government international policy. Supervision of government spending according to policy. Assist in transformation of the Public Service with emphasis on servicing the public rather than on bureaucracy. Assist in developing anti-corruption and anti-fraud programmes. Development and implementation of programmes that will ensure caring and compassionate health service.

ENQUIRIES : Ms V M Rennie Tel No: (012) 395 8504

OTHER POST

POST 09/11 : DEPUTY DIRECTOR: FORENSIC MENTAL HEALTH SERVICES REF NO: NDOH 2/2020
Chief Directorate: Non-Communicable Diseases
Directorate: Forensic Mental Health

SALARY : R733 257 per annum (An all-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Middle Management Service guidelines.

CENTRE REQUIREMENTS : Pretoria

A Bachelor’s Degree/National Diploma or equivalent NQF level 6 qualification in Health or Social Sciences. Registration with the relevant statutory body as mental health practitioner will be an advantage. At least three (3) years’ clinical experience on a junior management/ supervisory level in psychiatry/mental health including care, treatment and rehabilitation of State Patients and mentally ill-Prisoners as outlined in the Mental Health Act No 17 of 2002. Knowledge and experience relating to forensic mental evaluations in terms of section 77,78 and 79 of Criminal Procedure Act No 51 of 1977 as amended as well as experience relating to section 11 of the Child Justice Act No 75 of 2008. Experience of Health systems management. Knowledge of Clinical Mental Health/psychiatry, project, financial management, research and intersectoral collaboration. Good communication (written and verbal), problem solving, planning, organisational, computer (Microsoft office package) and human resource management skills. Ability to work independently and in a team. A valid driver’s license.

DUTIES : Administrate all legislative obligations of the Department with regard to State Patients and Mentally Ill prisoners. Support provinces to implement the health sector mandate regarding forensic psychiatric enquiries and management of State patients and mentally ill prisoners. Ensure intersectoral, interdepartmental, intradepartmental and international liaison and collaboration. Manage forensic mental health services.

ENQUIRIES : Dr NE Mulutsi Tel No: (012) 395 8044
The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department.

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

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

CLOSING DATE: 20 March 2020 at 16h00

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

OTHER POST

POST 09/12: ADMINISTRATOR: TRAINING SUPPORT REF NO: NSG04/2020

SALARY: R173 703 per annum (Level 05) plus competitive benefits cost to company.

CENTRE: Pretoria

REQUIREMENTS: An appropriate grade 12 or equivalent. 0 – 1 years’ experience in providing operational administrative support. Knowledge: Understanding of the public sector. Understand the PFMA prescripts, SAQA, NQF, PAJA and HRD trends. Knowledge of organisational financial management systems, training management systems and procurement processes. Office management. Knowledge of the training cycle. An understanding of requirements of accredited training programmes. Practical knowledge of MS Office. Competencies/ skills: Basic computer literacy skills. Problem solving skills as well as the ability to provide solutions to logistical problems. Planning and organizing skills, Good communication skills. Good client relations and interpersonal skills. Ability to advise learners on course selections. Apply basic understanding of government protocol. Personal Attributes: Accurate, attention to detail, dynamic and independent, flexible, willing to learn, ability to meet deadlines, honest with a strong work ethic, responsible and reliable.

DUTIES: Receive and escalate queries from departmental coordinators and learners (content specific queries such as selection of courses in related training programme). Render administrative support during review meeting and updating of course material in the Stream. Training data capturing for all training courses. Draft and prepare submissions and other documents in support of the Supervisor as part of training implementation. Provide administrative and logistical support which includes amongst others for special training events and seminars. Make arrangements included but not limited to sending out invites, venues, rsvp, parking and catering; this will include close liaison with Supply Chain Management and Finance. Perform clerical duties related to training activities including, but not limited to copying, faxing, mailing (including emailing and hard copy) and filing. Post-course / training administration. Monitor submission of summative assessments/portfolios of evidence. Provide administrative support for pilot and trainer workshops (venue, catering, etc.) in liaison with Supply Chain Management and Finance. Solicit nominations for special projects, funded and mandatory training by
liaising with provincial HRD coordinators and internal stakeholders. Administer and coordinate project activities related to training within the streams. Compile, transcribe and distribute minutes of stakeholder meetings related to training. Maintain records in relation to curriculum materials as prescribed. Record keeping on updated training material of the stream. Facilitate the printing and packaging of learner materials for pilots and Trainer workshops. Update and maintain the shared folder of the Directorate. Communicate with internal and external stakeholders with regard to uptake of training programmes, courses, and workshops. Follow up and track progress of paid but not yet trained sessions. Update statistics on weekly basis for reporting. Keep up to date client engagement schedules and appointments for the Directorate.

ENQUIRIES

Mr N Mthombeni Tel No: (012) 441-6820
In connection with the applications kindly contact Mr Thabo Ngwenya (012) 441 6108 or Mr Mpho Mugodo, Tel No: (012) 441-6017
ANNEXURE H

NATIONAL TREASURY

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

CLOSING DATE: 20 March 2020 at 12:00 pm

NOTE: Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line to the e-mail address mentioned below. No late applications will be accepted. Kindly note: applications that are not compliant with the above requests will not be 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 to fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 09/13: DIRECTOR: TALENT MANAGEMENT REF NO: S032/2020
Division: Corporate Services (CS)
Purpose: Provide an integrated human resources development process and alignment of organisational practices to the talent management framework.

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

CENTRE: Pretoria

REQUIREMENTS:
A minimum Degree in Industrial Psychology/Human Resources Management,
A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in the Human Resources Development environment,
Knowledge and experience of research, development and implementation of policies,
Solid and tested experience in talent management initiatives and implementation,
Knowledge and experience of performance management development system and tools,
Proven experience in the implementation of blended learning initiatives,
In-depth knowledge of the Public Service Regulations and prescripts.

DUTIES:
Outputs include: Employee Development: Develop and coordinate the implementation of a talent management framework and initiatives that complies with relevant public service legislation, facilitates employee engagement, retention and a culture of high performance, Develop and implement blended learning initiatives that facilitates the culture of organisational learning and knowledge base organisation, Develop and implement new strategies, policies, systems, procedures and processes for employee development initiative, Measure the impact of the employee development initiatives Career Development and Management: Provide a platform for career assessment, planning and development initiatives, Design and implement career development policies, tools, methods, procedures and processes Monitor and improve the career assessment, planning and development of services offerings, Coordinate the implementation of developmental plans, Human Resources Service Design and Development: Develop new HR systems, policies, products, and procedures for the National Treasury, Institute a research platform on HR best practices in line with international standards, Performance Management: Contribute towards fostering a culture of high performance management in the National Treasury, Ensure that the performance management business processes are documented and reviewed, Re-engineer performance management as a business tool based on best practices and benchmarks, Act as custodian of the relevant performance management processes and instate proper governance, Develop and
implement a comprehensive rewards and recognition strategy within the National Treasury.

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

POST 09/14 : DIRECTOR: MARKET RISK REF NO: S033/2020
Division: Asset and Liability Management (ALM)
Purpose: Develop strategies for monitoring and reporting of market risks (interest rate, currency, liquidity, inflation) and refinancing risks affecting Government’s debt portfolio.

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Economics/Finance/Mathematics/Statistics, A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in financial markets and public debt management, Knowledge and experience in quantitative analysis, Knowledge and experience of markets risks measurement design and implementation.


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

POST 09/15 : DIRECTOR: PUBLIC FINANCIAL MANAGEMENT CAPACITY BUILDING EXPERT REF NO: S034/2020
(Three (3) Years Fixed-Term Contract)
Division: Office of the Accountant-General (OAG)
Purpose: Develop and enhance public financial management capacity building for the economic utilisation of public resources in all spheres of government. This fixed term contract position is in support of the Public Financial Management Capacity Development Programme for Improved Service Delivery, funded by the European Union.

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree or equivalent in Public Finance, Education or Business Management, Honours Degree will be an added advantage (NQF Level 8), A minimum of 5 years’ middle management experience in strategy and leadership, Knowledge and experience in financial management, Experience in the implementation of the Municipal Finance Management Act, Knowledge of capacity development and/or education and training in financial management, Knowledge of data analysis, decision making, and managing of multiple and complex stakeholder relationships.

DUTIES : Some key Outputs include: Policy Development: Develop and/ or influence related government policy (e.g. human resource management, human resource development, organisational design, and organisational development...
Develop and maintain national frameworks, guidelines and standards aligned to legislation and policy environment, e.g. competency and learning frameworks and job standardisation. Implement capacity development strategy (PFM): Support the creation of an enabling environment (e.g. maintain the competency framework for public financial management, maintain the integrated learning framework, develop nationally recognised occupational qualification, and implement supporting change management programmes). Develop and enhance organisational capacity e.g. support capacity development in departments and provincial treasuries, and coordinate the provision of national capacity development interventions in PFM. Develop an environment that enables and sustains mutually beneficial stakeholder relationships, e.g. marketing and communication, and implement a broad-based delivery model pertaining to PFM. Facilitate the establishment and maintenance of the strategic levers that will support the implementation of the strategy, e.g. champions of change, management and leadership capacity, team level transformation, professionalisation, diagnostics, and knowledge and information management. Research and development (PFM): Research on best practice with regard to capacity development in (PFM), Identify alternative (PFM) capacity development solutions for the South African context, Monitor and evaluate the progress and impact of the (PFM) capacity development strategic interventions. Development of PFM disciplines: Support the development of relevant legislative frameworks, policies, guidelines and other instruments, Develop and maintain the (PFM) competency framework, Support the professionalisation of the disciplines, Support the technical advancement of the discipline through reforms, good practice and benchmarking.

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

**APPLICATIONS**
may be sent via e-mail to Recruit.OAG@treasury.gov.za

**POST 09/16**
DIRECTOR: PUBLIC FINANCIAL MANAGEMENT EDUCATION, TRAINING AND DEVELOPMENT REF NO: S035/2020
(Three (3) Years Fixed-Term Contract)
Division: Office of the Accountant-General (OAG)
Purpose: Provide sustainable financial management improvement solutions to all spheres of government by developing Public Financial Management (PFM) learning and development material as well as appropriate dissemination mechanisms. This fixed term contract position is in support of the Public Financial Management Capacity Development Programme for Improved Service Delivery, funded by the European Union.

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

**CENTRE**
Pretoria

**REQUIREMENTS**
A Degree in Public Financial Management, Public Administration, Education, Registered assessor and moderator with relevant ETQA will be an added advantage, A minimum of 5 years middle management experience in Education, Training and Development (ETD) environment/ institutions, Ability to write case studies in line with tutorial principles, Practical knowledge of public sector procurement processes, Experience with regard to capacity building/training and education on public finance management, Experience in developing Education, Training and Development quality management systems, Experience with regard to information analysis and report writing.

**DUTIES**
Some key Outputs include: Policy Development and Implementation: Develop ETD policy, guidelines, mechanisms, methodologies and platforms to engage with service providers for implementation, Initiate the design and development of the PFM ETD Integrated Learning Matrix, qualifications, quality assurance frameworks, coaching and mentoring for implementation in government. Curriculum Implementation: Coordinate and influence the development of Education, Training and Development programmes informed by gaps identified in the Integrated Learning Matrix (ILM) policies, guidelines, mechanisms, and
methodologies to engage with service providers, Develop and implement mechanisms to transfer relevant knowledge and case studies to ETD providers, Develop Public Financial Management Curriculum frameworks, Develop Public Financial Management course material and training solutions.

Implementation of the ETD Development and Delivery Framework: Develop and implement mechanisms to evaluate the PFM learning programme, Oversee the implementation of formal ETD programmes, (like Financial Accounting) including identification and prioritisation of mandatory programmes through a consultative process, Establish a relationship with provincial treasuries to promote public financial management capacity building, Establish relationship with educational institutions to arrange partnership to roll out ETD programmes. Continuous Improvement Research: Research on best practice with regard to ETD development and delivery, Identify new and alternative ETD development and delivery solutions for the public sector, Support the advancement of ETD through reforms, good practice and benchmarking, Monitor and evaluate the progress and impact of ETD development and delivery interventions.

Stakeholder Engagement: Engage with stakeholders to facilitate and coordinate the implementation of ETD development and delivery (national, provincial and local spheres), Engage with external stakeholders to facilitate and coordinate the implementation of ETD development and delivery (educational institutions, professional bodies, service providers, relevant quality assurance bodies and research institutions), Engage with strategic partners to support the implementation of the ETD framework (DPSA, NSG, COGTA, SALGA, The Presidency and the donor community) Donor funds administration: Develop proposals to fund public financial management education, training and development programmes, Develop suitable project management methodologies to implement funded projects.

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

OTHER POSTS

POST 09/17 : DESKTOP SUPPORT TECHNICIAN REF NO: S038/2020
Division: Corporate Services (CS)
Purpose: Serve as a single point of contact (SPOC) within the National Treasury and responsible for the user experience of IT services, handles incidents and service requests that interface with National Treasury business to deliver a quality service.

SALARY : R376 596 per annum (Excluding benefits)
CENTRE : Pretoria
REQUIREMENTS: A minimum Matric/Grade XII qualification coupled with an ITIL foundation certification/MCP/ MCSE/ A+ /National Diploma/Degree in IT, 3 years' experience obtained in Information Technology, Knowledge and exposure of databases, Ability to comprehend, absorb and capture the interpretation of basic information for implementation.

DUTIES: Some key outputs include: Customer Service: Understand the customer and their respective business processes always mindful of CS IT vision of service excellence, Driving actions leading to improvement of customer satisfaction, Follow up surveys completed by customers and evaluation of randomly logged calls, Take the extra time on every call to make sure your customer's questions are answered, and setting realistic expectations, Provide personalized customer service of the highest level. Communication: Inform team members of major incidents or outages in the ICT environment, Communicate clearly and frequently to users concerning open calls (service requests and incidents), always quoting the HEAT call number in any written correspondence, Use functional escalation to Infrastructure/Network group for incidents that have defined priority and where a specialised skill set demands it, Report escalated issues to line managers and senior management. Liaise with customers on logging of calls: Log all incidents and service requests through the Service Desk tool (HEAT), Route, Track and escalate all calls against SLA, do trend analysis and prepare monthly reports, Complete new user requests and account terminations, Research questions using available information resources to assist in resolving incidents speedily and promptly, Report on the monthly performance of IT from the call centre software. Updating Calls (HEAT): Input as much information as possible to assist 1st and 2nd line
support in resolving escalated calls. Updated calls in real-time to ensure information passed between IT support groups is up to date. Update calls with HEAT journal entries where additional information or call history needs to be recorded. Provide a monthly performance report on all IT Heat call received and handled by the call centre.

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

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

**POST 09/18**: **FINANCIAL ADMINISTRATOR: BUDGETS REF NO: S037/2020**

Division: Corporate Services (CS)

Purpose: Assist with the management of the departmental budget, analysing and processing inputs from stakeholders in terms of the applicable guidelines, policies and regulations.

**SALARY**: R316 791 per annum (Excluding benefits)

**CENTRE**: Pretoria

**REQUIREMENTS**: National Diploma/Degree in Financial Management as recognised by SAQA, 2-3 years’ experience in and knowledge of Budgets/Management Accounting and financial management, Computer literacy in PERSAL, BAS, MS Excel and MS Word.

**DUTIES**: Some key outputs include: Departmental Annual Budget: Assist with the analysis of exception reports and highlight discrepancies within the data, Assist with the alignment of the National Treasury budget on the basic accounting system (BAS), Provide budgetary information in the required format. Shift funds between Programmes on request from stakeholders in alignment with regulatory requirements. Budgetary Inputs per Programme: Assist with the compilation of budget inputs and submit inputs on: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Rollovers, Entertainment, catering and gifts. Budget Process: Assist with the monitor of expenditure against allocated budgets, Compile reports on the performances and variances analysis of budget programmes, Consolidate discrepancies within budgetary reports and initiate the alignment of programmes, Inform stakeholders of possible over or under-spending of their allocated budgets. Compliance with the PFMA and Treasury Regulations: Provide relevant budget information to stakeholders for confirmation, Assist with the initiation of budget cycle performances in line with applicable legislation, Provide inputs into financial matters prior to submitting to the Executing Authority of the National Treasury as required by the PFMA.

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

**APPLICATIONS**: may be sent via e-mail to Recruit.CS@treasury.gov.za
OFFICE OF THE CHIEF JUSTICE

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

ANNEXURE I

APPLICATIONS

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

Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

KwaZulu-Natal/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372. Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.

North West: Quoting the relevant reference number, direct your application to: The OJC Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens: Mafikeng.

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

Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000. Applications can also be hand delivered to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

CLOSING DATE

20 March 2020

NOTE

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

POST 09/19

SENIOR COURT INTERPRETER REF NO: 2020/30/OCJ

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

CENTRE: Polokwane High Court

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

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

ENQUIRIES: Mr TD Masemola/Ms N Phadziri Tel No: (015) 230 4000/4051/4008

POST 09/20

SENIOR COURT INTERPRETER REF NO: 2020/31/OCJ

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

CENTRE: Port Elizabeth High Court

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

DUTIES: Render interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of Court records; Develop terminology; coin words, Control and supervision of Interpreters; Perform specific line and Administrative support functions to the Judiciary; Court Manager and Supervisor.

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

POST 09/21

REGISTRAR (X2 POSTS)

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

CENTRE: Mmabatho High Court, Ref No: 2020/28/OCJ Durban High Court Ref No: 2020/29/OCJ (Re-Advertisement: Candidates who previously applied are encouraged to re-apply)

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

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

**ENQUIRIES**

- North West: Mr Ops Sebapatso Tel No: (018) 397 7114
- Durban: Ms L Marrie Tel No: (031) 372 3168

**POST 09/22**

**ADMINISTRATION CLERK: OFFICE OF THE CEO (SAJEI) REF NO: 2020/32/OCJ**

**SALARY**

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

**CENTRE**

- National Office: Midrand

**REQUIREMENTS**

- Grade 12. Skills and Competencies: Computer literacy (Word, Excel, PowerPoint); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.

**DUTIES**

- General clerical duties, provide supply chain clerical support services, manage stationery, maintain an efficient filling system, delivering and tracking of correspondence, ushering of guests, preparation for meetings, follow up on tasks, perform any other support duty as may be required by SAJEI management.

**ENQUIRIES**

- Ms P Mogale Tel No: (010) 493 2500

**POST 09/23**

**REGISTRAR’S CLERK REF NO: 2020/33/OCJ**

**SALARY**

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

**CENTRE**

- Labour and Labour Appeal Court: Johannesburg

**REQUIREMENTS**

- Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy, good communication skills (written and verbal), Good interpersonal and Public Relation skills, Good Administration and Organisational skills; Customer Service skills; Ability to work under pressure.

**DUTIES**

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

**ENQUIRIES**

- Ms T Mbalekwa Tel No: (011) 335 0404

**POST 09/24**

**TYPIST REF NO: 2020/34/OCJ**

**SALARY**

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

**CENTRE**

- High Court: Port Elizabeth

**REQUIREMENTS**

- Grade 12 or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies Computer literacy (MS Word); Good communication skills (written and verbal); Good interpersonal relations, Planning and organization skills; Problem solving and analysis Accuracy and attention to detail and ability to work under pressure and telephone etiquette.

**DUTIES**

- Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court
orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties. Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made.

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

POST 09/25 : FOOD SERVICE AID REF NO: 2020/36/OCJ

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

CENTRE REQUIREMENTS : Mthatha High Court

DUTIES : Grade 10 or equivalent qualification. Skills and Competencies: Good verbal communication skills and good work ethics.

ENQUIRIES : Mr S Mponzo Tel No: (043) 726 5217
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

CLOSING DATE : 20 March 2020 at 16H00

NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver’s Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications Will NOT be accepted. People with disabilities are encouraged to apply. Note: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

OTHER POSTS

POST 09/26 : DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: 2020/37

SALARY : R869 007 per annum (inclusive package)

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualification in Security Management. Extensive working experience in public service security management environment, appropriate supervisory experience in junior management, valid driver’s license, SSA Security Managers Course. Knowledge: Prestige and National Key Points environment, Familiarity with the Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS), OHSA, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, Criminal Procedure Act National Vetting strategy, Familiarity with, but ideally formal training, in the practice and principles on the execution of general security and security project management. Recommendations: The ability to work independently, analyse problem areas and initiate corrective measures, Experience in policy development, Good communication skills at all levels, Good writing and analytical skills regarding submissions and briefing notes, Ability to make presentations on security matters, Project management skills.

DUTIES : Management of physical security functions and operations. Develop and implement security contingency plan. Implement the departmental security policy and physical security procedures, Manage access control, conduct threat and risk analysis, Evaluate and optimise the implementation of standardised security measures and procedures, Conduct security audit and assessment to DPW office buildings. Develop and implement training and security awareness, Interact with security-related and relevant authorities, i.e. State Security Agency and South African Police Services, Performance management of the Unit. Management of budget and procurement of relevant resources, Liaise with relevant security cluster departments (SAPS, SSA, Defence, local disaster management). Management of the Service Level...
Agreement (SLA) of contracted private security service providers. Coordination of security logistics and plans during departmental and Prestige events.

ENQUIRIES
Mr T Nolusu Tel No: (012) 406 1631

APPLICATIONS
The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION
Ms NP Mudau

POST 09/27
DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2020/38
Re-Advertisement: those who applied previously are encouraged to re-apply

SALARY
R869 007 per annum (inclusive package)

CENTRE
Bloemfontein Regional Office

REQUIREMENTS

DUTIES
The effective facilities management of Electrical, mechanical and Civil engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening services, direct preparation of financial statement and report on status of State facilities; manage line managers.

ENQUIRIES
Ms T Zulu (Bloemfontein) Tel No: (051) 408 7306

APPLICATIONS
The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION
Mr D Manus

POST 09/28
ASSISTANT DIRECTOR: ACQUISITIONS REAL ESTATE MANAGEMENT SYSTEMS REF NO: 2020/39

SALARY
R470 040 per annum

CENTRE
Port Elizabeth Regional Office

REQUIREMENTS
DUTIES: Establish the availability of funds for client departments. Inspect and select suitable accommodation according to the requirements of the client departments. Update the Property Management System. Compile monthly reports regarding procured and leased accommodation. Administer lease portfolios and lease agreements. Present submissions related to leasing to bid committees. Conduct the Component’s monthly report meetings. Support the financial administrative processes of the section. Negotiate and manage renewals of the leased accommodations.

ENQUIRIES: Ms S. Minne Tel No: (041) 408 2067

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056

FOR ATTENTION: Ms. F. Clark

POST 09/29: ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: CORRECTIONAL SERVICES & OTHERS USER DEMAND MANAGEMENT REF NO: 2020/40

SALARY: R470 040 per annum

CENTRE: Port Elizabeth Regional Office

REQUIREMENTS: A three year tertiary qualification in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the Correctional Services Portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver’s licence and be prepared to travel whenever there’s a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: Correctional Services, Finance and Administration Cluster. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the Correctional Services and other client departments. Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of Correctional Services, Finance and Administration Cluster. Liaise with Project Managers and Property Managers on Correctional Services, Finance & Administration Cluster Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources.
Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.

ENQUIRIES: Mr. P.J. Janse van Rensburg Tel No: (041) 408 2325
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056.
FOR ATTENTION: Ms. F. Clark

POST 09/30: SENIOR ADMIN OFFICER: SCM ACQUISITION MANAGEMENT REF NO: 2020/41
Re-Advertisement: those who applied previously are encourage to re-apply
SALARY: R316 791 per annum
CENTRE: Bloemfontein Regional Office
DUTIES: Compile reports, conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance), Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES: Mr. D Van Niekerk Tel No: (051) 408 7437
APPLICATIONS: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
FOR ATTENTION: Mr D Manus

POST 09/31: SENIOR STATE ACCOUNTANT: REPORTING AND RECONCILIATION (PMG) REF NO: 2020/42
SALARY: R316 791 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary qualification in Financial Management and Accounting. Experience in financial management (PMG and payroll experience will serve as added advantage), Knowledge of the Public Finance, Management Act (PFMA), Treasury Regulations, General Recognised Accounting, Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations, Communication, interpersonal, sound administrative and numeric skills, Analytical thinking and good planning and organising skills, Ability to work under pressure, be creative, innovative and communicate at all levels.
DUTIES: Clear suspense accounts on a monthly basis and perform monthly reconciliation, Ensure that the Bank and PERSAL exceptions are cleared daily, Authorizing of journal, Manage payroll and PMG suspense accounts on a monthly basis, Ensure submission of monthly bank reconciliation and compliance certificate, Authorize Telegraphic Transfer on safety net system, Authorize department’s approved funds on monthly basis, Liaise with National Treasury and commercial bank, Authorize banking details received from suppliers on Safety Net, BAS and LOGIS, Ensure that all Entities are captured, linked on BAS and follow up on outstanding entities, Linking of Banking details on Portal in accordance to Financial guidelines, Perform Bas & PERSAL reconciliation, Manage monthly Bi-annual and Annual tax reconciliation.

ENQUIRIES: Ms N Maimela Tel No: (012) 406 1703
APPLICATIONS: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION: Ms NP Mudau

POST 09/32: ADMINISTRATIVE OFFICER: DISPOSAL REF NO: 2020/43

SALARY: R257 508 per annum

CENTRE: Kimberly Regional Office

REQUIREMENTS: A three year tertiary qualifications with experience in Property Administration. Relevant experience in office administration, acquisition of properties and administration. Acquisition of property rights, conveyancing and registration of rights in property. Financial administration, tender administration, contract management. Knowledge of Property Management Policies and related Acts, Public Financial Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework Act. Property Management delegations, knowledge of property market trends/ market related rentals etc. Skills; report writing, numeracy, computer literacy, organisation and planning. Interpersonal and diplomacy skills, problem solving skills, Decision making skills, motivational skills, conflict resolution and negotiation skills. Personal Attributes, patience, solution orientated, ability to communicate at all levels, people orientated, innovative, creative, analytical thinking, punctual, precise, trustworthy (credibility), self-motivated & hard-working. Loyal to Clients/ Department, ability to work under pressure. Be willing to travel extensively and work extra hours when necessary. Must have valid driving license.

DUTIES: The effective administration and management support on acquisition and disposal of fixed properties. Check correctness of procurement submissions in terms of general quality, procurement policies, BBBEE Strategy, PFMA and ensure compliance. Facilitate the acquisition of fixed properties for occupation by Client Departments. Facilitate the disposal of superfluous State properties in line with Disposal Policy i.e. Land Reform, Human Settlements or economic development. Draft the Deed of Sale/Donation with Legal Services, liaise with the State Attorney for registration and transfer of properties. Administer the process of obtaining approval of submissions including additional inputs to the contents. Monitor and report progress of acquisitions/ disposal projects. Assist with specific projects on property acquisition/ disposal including reports to management. Represent Directorate & participate in workshops and brainstorming sessions. Assist with office logistics arrangements where necessary.

ENQUIRIES: Ms Joan Van Der Merwe (Kimberly) Tel No: (053) 8385281

APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION: Ms D Mashapa

POST 09/33: ADMINISTRATIVE CLERK: ACQUISITIONS REF NO: 2020/44

SALARY: R173 703 per annum

CENTRE: Kimberly Regional Office

REQUIREMENTS: A Senior Certificate/Grade 12 or equivalent qualification; Appropriate experience in leasing, property administration, Financial administration, tender administration, Contract management, acquisition of property rights; conveyancing and registration of rights in property. Knowledge; Procurement directives and procedures; contract management, administrative procedures, financial administration. Skills; Numeracy, communication, computer literacy, planning and organising, interpersonal skills, general office administration, facilitation, report writing, Analytical thinking. Personal Attributes. Hard working, self-motivated, creative, ability to work under pressure, people orientated, language proficiency, trust worthy, Solution orientated.

DUTIES: Provide administrative support with the acquisition of new leases or renewals of the existing leases, termination of leases and audit queries. Obtain files and complete memorandums to Client Services of expired leases. Liaise with client departments regarding new acquisition or renewal of leases. Prepare letter of acceptance and offers. Prepare submissions to standing committees or HO. Advise Finance Section in respect of changes on PMIS. Prepare and arrange Lease Agreements for signature. Sending of original signed lease agreement to Client Departments and Landlords. Prepare letter of termination to clients.
and Landlords. Arrange with Registry for closing of files. Receive all correspondence and queries related to leasing/acquisitions. Receive all client to the head of leasing/acquisitions; Ensure that all copies of Lease Agreements are scanned and filed; Facilitate all travelling arrangements of the section. Compile register on submissions to HO. External Clients: Client Departments/Property Owners. Interact with above in relation to all enquiries to the leasing/acquisitions section. Arrange or conduct site inspections meetings with landlords and client departments. Consolidate and compile reports regarding client inquiries and the provision and procurement of accommodation. Internal Clients. Provide support to the head of leasing/acquisitions related to all internal clients. Liaison with all sections and unit components.

ENQUIRIES: Ms Joan Van Der Merwe (Kimberly) Tel No: 053 8385281
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION: Ms D Mashapa

POST 09/34: ADMINISTRATIVE CLERK: PROVISIONING AND AUXILIARY SERVICES
REF NO: 2020/45

SALARY: R173 703 per annum
CENTRE: Nelspruit Regional Office

DUTIES: Check and capture request on LOGIS with regards to goods and services. Ensure that all procurement is in accordance with the PPPFA and delegations. Oversee the LOGIS process with regards to order, transit and the issuing of stock from store. Complete procurement advices for goods and services to be procured in accordance with the PPPFA and delegations. Manage LOGIS process with regard to orders, transit and the store. Ensure stock taking of store items is conducted. Capture invoices on BAS and SAGE Systems.

ENQUIRIES: Mr M.V. Mbukushe Tel No: (013) 753 6399

POST 09/35: SENIOR FOREMAN: HORTICULTURE REF NO: 2020/46

SALARY: R173 703 per annum
CENTRE: Port Elizabeth Regional Office
REQUIREMENTS: An ABET level 4/Grade 12; valid driver’s license code B and be prepared for extensive travel; relevant supervisory skill and experience. Knowledge on horticultural practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy. A valid pest control operator certificate, Chainsaw competency certificate and knowledge of Environmental legislation will be an advantage.

DUTIES: Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements; transporting staff, equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Advantageous: Valid PCO; chainsaw competency certificate. Display knowledge of Environmental Legislation.

ENQUIRIES: Mr S. Mda Tel No: (041) 408 2357
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056.

FOR ATTENTION: Ms. F. Clark
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

CLOSING DATE : 20 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. Applications: 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.

MANAGEMENT ECHELON

POST 09/36 : SENIOR MANAGER: STRATEGY AND ICT SERVICES REF NO: 3/2/1/2020/077

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

CENTRE : Office of the Valuer-General (Pretoria)


DUTIES : Oversees the strategy of OVG. Develop the OVG strategy. Ensure that the OVG strategy is implemented. Informs the business strategy of the organisation and enable executive decision-making. Provide strategic advice and support in respect of the establishment, management and enhancement of strategic relationships and partnerships by the OVG. Oversee the process of strategic research and analysis. Oversee the process of strategic planning and reporting. Oversees the ICT services of OVG. Provide oversight to the ICT enablement requirements. Oversees ICT governance and risk management. Oversight of business continuity and IT security. Oversee the effective implementation of application support, infrastructure support and desktop support. Oversee continued business improvement support. Oversees the performance of OVG. Oversee the organisational performance dashboard. Oversee performance monitoring and evaluation of OVG. Coordinate the process of developing the annual performance plans. Develop/Maintain a framework/system for monitoring and evaluating the performance on a
monthly, quarterly and annual basis. Facilitate the development and implementation of institutional performance improvement plans. Set and manage ICT budget and resources. Oversee the budgeting process for ICT. Manage the ICT budget. Manage ICT resources.

ENQUIRIES: Ms. NN Mncwango Tel No: (012) 338 7362/ Mr. VM Makhubela Tel No: (012) 338 7211

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

FOR ATTENTION: HRM

NOTE: All Race and Gender groups and people with disabilities are encouraged to apply.

POST 09/37: SENIOR MANAGER: HUMAN CAPITAL SERVICES REF NO: 3/2/1/2020/078

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

CENTRE: Office of the Valuer-General (Pretoria)


DUTIES: Manages Human Capital. Manage HCM to drive the overall functional goals and targets of the team. Ensure adherence to performance criteria for the transactional service line, based on strategic plans and SLP’s. Oversee recruitment, selection, and terminations activities. Conduct exit interviews and prepare exit reports. Ensure an effective recruitment and selection metric systems are in place. Oversee the implementation of the employment equity plan. Monitor identify shortfalls and make recommendations for improvement. Ensure effective training delivery to the business. Oversees Talent Management. Oversee the maintenance of competency frameworks. Work with rest of management to identify high potential. Oversee the development of staff with high potential and monitor their Performance through a variety of talent management means such as one on one coaching and specialised talent programmes. Facilitate the development of personal development plans for high potential employees. Develop, gain approval for and implement employee wellness interventions in line with strategy. Oversees Performance Management. Oversee the performance management process. Oversee the facilitation of training with management and employees to assist them to understand the performance management procedure. Respond to queries on the performance management process. Promote a culture of positive and constructive feedback within the OVG. Oversee the coordination and facilitation of the development of performance standards and key performance areas. Align performance management with employee development and training through specific identified and structured interventions. Oversee the maintenance of performance management records. Develop monthly reports on HRM metrics. Monitor HR metric systems and outputs monthly. Oversees Remuneration and Benefits. Oversee the OVG’s pay structure and benefits offerings. Oversee the preparation of a program budget and keep operations within budget. Oversee competitive salary rates and develop or modify compensation plans. Oversee the evaluation of employee benefits policies to assess whether they are current, competitive and legal. Oversee the distribution of pay and benefits information to OVG employees. Ensure that pay and benefits plans comply national policies and regulations. Oversee human resource development services. Determine desired business outcomes. Link desired business outcomes with employee behaviour. Identify trainable competencies. Evaluate competencies. Determine performance gaps. Prioritize training needs. Determine steps and process to train. Conduct a cost benefit analysis. Plan for training evaluation. Oversees Workplace Skills Planning and Annual Training Report. Determine the training needs. Consolidate all the training needs per Product Grouping (PG). Incorporate the individual development needs within the needs analysis into the WSP. Oversee
the development and consolidation of the WSP. Oversee the implementation of the WSP. Provide support for the operation of the graduate training programme. Manage the delivery of training and development programmes. Provide support for the operation of the graduate training programme. Monitor and review the progress of trainees through questionnaires and discussions. Ensure that statutory training requirements are met. Evaluate training and development programmes. Manage the amending and revising of programmes as necessary, in order to adapt to changes occurring in the work environment. Oversee succession planning. Oversee the creation and submitting of workplace skills plan and workplace skills report. Identify assessment tools to support initiatives and growth. Write reports on assessment tools. Manages On-boarding and Induction. Manage the organisation of orientation programs (first day, first week, first month and first quarter). Act as a consultant to new employees. Oversee the building and updating of employee handbook. Monitor new hire turnover and retention rates. Schedule and oversee training sessions. Introduce new hires to current employees. Oversee the addition of new employees’ information to company’s payroll system. Communicate with new hires before their start date to provide necessary information (e.g. work schedules and contract details). Oversee the processing of employment paperwork. Oversee the coordination of relocation procedures for expats. Liaise with internal teams to create corporate accounts for new employees. Assist existing employees when they move to a new department or position.

ENQUIRIES
Ms. NN Mncwango Tel No: (012) 338 7362/Mr. VM Makhubela Tel No: (012) 338 7211

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

FOR ATTENTION
HRM

NOTE
All Race and Gender groups and people with disabilities are encouraged to apply.

POST 09/38
ASSISTANT MANAGER: VALUATIONS REF NO: 3/2/1/2020/079

SALARY
R470 040 per annum (Level 10)

CENTRE
Office of the Valuer-General (Pretoria)

REQUIREMENTS
National Diploma or bachelor's degree in Property Studies/Real Estate/Land Economy/Valuation/Land Management (NQF 6). Registration as a Professional Associated Valuer (with or without restrictions) with South African Council for Property Valuers Profession (SACPVP). 3-5 years’ experience in similar position in property valuation. Job related knowledge: Understanding of Land Reform programmes. Thorough knowledge of the five factors that can affect value in terms of the Constitution and the Property Valuation Act, No. 17 of 2014 on the properties identified for Land Reform Purposes prices. Good comprehension of the Time Value of Money and economic Principles and techniques. An understanding of Town Planning and Building Control prescripts, Building Construction and Economics. Knowledge of the Property Valuation Act, No. 17 of 2014 and its associated regulations and policies. Knowledge of RSA Constitution and Public Finance Management Act (PFMA). Mentorship of Candidate Valuers in the employ of the OVG. Submitting of monthly performance status quo to the Manager. Possession of a valid driver’s license is an added advantage (but not mandatory). The applicant will have to demonstrate proficiency in the following skills: strong MS Office computer skills (Word, Excel and Power point) Verbal and report writing skills. Project management skills. Team player and interpersonal skills. Problem and decision-making skills. Development orientation skills. An ability to learn and apply those skills into the work environment. Valid driver’s license.

DUTIES
Determine values on properties identified for land reform purposes in line with section 12(1)(a) of the PVA. Conduct inspections, measurements and survey of the properties. Current use value data collections, assembly and analysis thereof. Assembly of state acquisition benefits, analysis and quantification thereof. Market data collections, assembly and analysis thereof. Assembly of state investments and subsidies, analysis and quantification thereof. Calculate values conclusions. Compile valuations reports and submission thereof. Determine market values on properties identified for acquisition or disposal purposes by a Department in line with section 12(1)(b) of the PVA. Conduct inspections, measurements and survey of the properties. Market data
collections, assembly and analysis thereof. Calculate values and/or market value conclusions. Compile valuation reports and submission thereof. Perform quality assurance on valuation reports from external/private valuers in line with the PVA. Assess and interrogate reports from external/private valuers in line with the PVA and Regulations. Compile recommendations and prepare reviewed reports from the external/private Valuers regarding estimated values in line with the PVA and the Regulations. Mentorship of Candidate Valuers in the employ of the OVG. Assess and interrogate reports from candidate valuers in line with the PVA and the Regulations.

ENQUIRIES : Ms. NN Mncwango Tel No: (012) 338 7362/ Mr. VM Makhubela Tel No: (012) 338 7211

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

FOR ATTENTION : HRM

NOTE : All Race and Gender groups and people with disabilities are encouraged to apply.

POST 09/39 : OFFICE ASSISTANT REF NO: 3/2/1/2020/080

SALARY : R257 508 per annum (Level 07)

CENTRE : Office of the Valuer-General (Pretoria)


DUTIES : Render the administration, secretarial and support services to the executive manager. Receive and screen incoming calls on behalf of the executive manager and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the executive manager. Ensure that OFTAR’s and DOTR’s for executive manager are completed and approved. Compile and submit S&Ts and SMS claims for the executive manager. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the executive manager. Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the executive manager (Workshops, Shortlisting’s, Interviews, Monthly Management and Staff meetings). Circulation of invitations for executive manager meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type/draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toners). Record minutes/decisions from meetings and communicate with relevant role-Players. Use a tape recorder to recording minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the executive manager and track the implementation thereof.

ENQUIRIES : Ms. NN Mncwango Tel No: (012) 338 7362/ Mr. VM Makhubela Tel No: (012) 338 7211

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

FOR ATTENTION : HRM

NOTE : All Race and Gender groups and people with disabilities are encouraged to apply.
<table>
<thead>
<tr>
<th>POST 09/40</th>
<th>RECEPTIONIST REF NO: 3/2/1/2020/081</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Office of the Valuer-General (Pretoria)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12. No experience required. Language skills and ability to communicate well with people at different levels and from different backgrounds and telephone etiquette. Knowledge and ability to apply Batho Pele principles. Computer literacy. Interpersonal relations skills. Organisation skills. Communication skills (written and Verbal).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Render reception support services. Receive and welcome visitors and clients. Direct visitors to their destinations. Receive telephone calls. Provide information to the clients. Tidy and maintain reception area. Record incoming and outgoing faxes in the relevant registers. Render telephone services. Attend to incoming telephone calls. Screen and forward calls. Receive telephone messages. Record telephone messages. Update telephone directories. Safeguard and monitor equipment. Report faulty equipment. Render the administration, secretarial and support services to the executive manager. Receive and screen incoming calls on behalf of the executive manager and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms. NN Mncwango Tel No: (012) 338 7362/ Mr. VM Makhubela Tel No: (012) 338 7211</td>
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<td>APPLICATIONS</td>
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<tr>
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</tbody>
</table>
ANNEXURE L

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: 20 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 SMS position 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 09/41: CHIEF DIRECTOR: TEXTILES, CLOTHING, LEATHER & FOOTWEAR REF NO: IDD/CTL&FW 001

Overview: To provide strategic leadership and management to the Clothing, Textiles, Leather & Footwear Chief Directorate within the Industrial Development Division.

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

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Economics/Commerce. 5 years’ relevant senior management experience in Policy formulation, strategy and implementation in the public or private sector. Key Requirements: Preferred experience in the Textile/Clothing/leather or footwear sectors. Experience in the Textile/Clothing/leather or footwear sector. Experience in the development and implementation of policies and strategies. Experience in the coordination and development of sector interventions as well as monitoring and evaluation the implementation thereof. Experience in stakeholder management, financial management, people management, project management, strategic capability and leadership. Presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of IPAP, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations.

DUTIES: Strategy and planning: Manage strategic planning for the chief directorate. Direct, manage and transform the chief directorate into a highly effective Clothing, Textiles, Leather & Footwear unit for inclusion in the Industrial Policy Action plan. Establish clear performance criteria and service standards for staff. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy Action Plan. Coordination and development of interventions: Provide guidance to develop and manage systems, policies and procedures to ensure effective and efficient growth of Clothing, Textiles, Leather and Footwear. Lead the coordination and development of interventions in line with Clothing, Textiles, Leather and Footwear priorities. Identify and address challenges faced by Clothing, Textiles, Leather and Footwear sector. Conduct research and implement business processes. Monitoring and evaluation: Monitoring performance of the chief directorate monitored against business and project plans and corrective measures introduced where necessary. Ensure compliance with integrated performance reporting system including high-level dashboard reporting. Monitor and evaluate strategy implemented in the Clothing, Textiles, Leather and Footwear Chief Directorate. Stakeholder management: Establish and
maintain strategic partnerships with local and international institutions in the area of Clothing, Textiles, Leather and Footwear. Engage in an ongoing interaction with key stakeholders. Manage the relationships with key stakeholders in the order to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Financial management: Expenditure management. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timelines People management: Conduct human resource forecasting. Effective performance management in line with HR guidelines. Training and development of staff in accordance with Personal Development Plans and Divisional Training and Development Plans.

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 candidates, Coloured male as well as people with disabilities.
Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

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

NOTE: Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver’s license, identity document and a CV. 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

POST 09/42: CHIEF CONSTRUCTION PROJECT MANAGER GRADE A (PROFESSIONAL) REF NO: PWI 20/05
Project Management Unit (PMU)
Re-advertise with an amendment to the post description

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

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

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

ENQUIRIES
Mr. F Tokwe Tel No: (051) 492 3718
CLOSING DATE: 20 March 2020

POST 09/43:
CHIEF RISK OFFICER REF NO: PWI 20/07 (X1 POST)
Sub Directorate Risk Management

SALARY: R733 257 per annum. (Level 11)
CENTRE: Bloemfontein
REQUIREMENTS: A three-year Bachelor’s degree or equivalent NQF level 7 qualification with
Risk Management, Auditing/ Internal Auditing as a major. 3-5 years’
experience in Risk Management, Auditing/ Internal Auditing. Valid driver’s
license with exception of persons with disabilities. Recommendations:
Experience in the development and implementation of Risk Management
experience in a risk management services.

DUTIES: Develop risk management strategies, systems (methodologies, models and
tools etc.), policies and annual risk management plan. Manage, implement,
review and improve the risk management framework. Undertake studies and
analysis for identifying risks to establish the internal and external organisation
context. Manage, facilitate and advice on the risk management assessment
process. Manage, monitor and review the identified risk response activities.
Compile risk profile (ensure that the risk register is maintained). Compile
reports as required Facilitate the institutionalisation risk management. Ensure
that risk management philosophy and culture is embedded in the organisation.
Manage and undertake capacity development (inform, guide and advise
employees on risk management matters). Manage the Sub Directorate: Risk
Management. Maintenance of discipline. Management of performance and
development. Undertake Human Resource and other related administrative
functions. Establish implement and maintain efficient and effective
communication arrangements. Develop and manage the operational plan of
the sub-directorate and report on progress as required. Develop implement
and maintain processes to ensure proper control of work. Compile and submit
all required administrative reports. Serve on transversal task teams as
required. Procurement and asset management for the sub directorate.
Planning and allocate work. Quality control of work delivered by employees.
Provide functional technical advice and guidance.

ENQUIRIES:
Mr. SW Diakos Tel No: (051) 492 381
CLOSING DATE: 27 March 2020

POST 09/44:
ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: PWI 20/08 (X1
POST)
Sub Directorate Risk Management

SALARY: R376 596 per annum (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS: A three-year Bachelor’s degree/ National diploma or equivalent NQF level 6
qualification with Risk Management, Auditing/ Internal Auditing as a major and
valid driver’s license. 2-3 years’ experience in Risk Management, Auditing/
Internal Auditing. Valid driver’s license with exception of persons with
disabilities. Recommendations: Experience in the development and
implementation of Risk Management Systems/Strategies. Experience of Risk
Management soft-ware. Practical experience in a risk management services.

DUTIES: To supervise and implement the risk management framework in the
organisation. Participate in the development of the risk management
framework. Implement the risk management plan. Support the establishment
of the risk management philosophy and culture in the organisation. Advocate
and promote risk management in the organisation (awareness activities). Risk
maturity – data gathering and quality review. Capacity building (training and
development). Develop and maintain stakeholder and client relationships.
Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). Supervise the capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. Facilitate the identification of risks. Analysis of risks. Risk evaluation. Risk response. Compile risk profile (ensure and maintain risk register). Compile reports as required. Monitor and review the identified risk response activities. Monitoring the implementation of the progress of activities to address risks as agreed on. Revising risk response activities. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES: Mr. SW Diakos Tel No: (051) 492 3811
CLOSING DATE: 27 March 2020
ERRATUM: kindly note that the post of Professional Nurse (Specialty Nursing) (MCWH): Directorate Maternal Child and Women’s Health (For Tshwane District Health Services) with Ref No: TDHS/A/2020/09 advertised in Public Service Vacancy Circular 07 dated 21 February 2020. The salary of the post must be amended to indicate Grade1: R383 226 – R444 276 per annum and Grade 2: R471 333 – R 579 696 per annum. Minimum Requirements added: Diploma in Post Basic Midwifery and Neonatal Nursing Science. Ability to work under pressure. Duties to be added: (Basic Antenatal Care plus model, Contraceptive and Fertility Planning, PMTCT and Perinatal Programme, Identification Programme). Data analysis and compilation of quality improvement plans for underperformance on programme related indicators and patient care. People who applied are encouraged to re-apply; the closing date has been extended to 20 March 2020.

OTHER POSTS

POST 09/45 : MEDICAL SPECIALIST GRADE 1- GRADE 3 REF NO: EHD2020/03/01 (X1 POST)
Directorate: Family Medicine

SALARY : Grade 1: R 1 106 040 – R 1 173 900 per annum (all-inclusive remunerative package)
Grade 2: R 1 264 623 – R 1 342 230 per annum (all-inclusive remunerative package)
Grade 3: R 1 467 651 – R 1 834 890 per annum (all-inclusive remunerative package)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed.fammed). Basic medical degree (MBCHB or equivalent). Grade 1: Less than 5 years relevant experience, Grade 2: At least 5 years, but less than 10 years relevant experience, Grade 3: 10 years and more relevant experience. Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.

DUTIES : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.

ENQUIRIES : Dr S Ngbo Tel No: (011) 878 8548/Cell: 079 877 4845
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.
NOTE: Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE: 20 March 2020

POST 09/46: MEDICAL SPECIALIST (PSYCHIATRY) GRADE 1 REF NO: PSYC/CCRC 07/02/2020

Directorate: Medical

SALARY: R1 106 040 per annum (plus benefits)

CENTRE: Cullinan Care and Rehabilitation Centre (CCRC)

REQUIREMENTS: Basic Medical Degree (MBBCh or equivalent), Appropriate qualification that allows registration with the PHSCA as a Specialist Psychiatrist, e.g. Mimed or FC Psych (SA). Registrationith HPCSA as a Specialist Psychiatrist.

DUTIES: Provide inpatient Specialist Psychiatric care. Doing Ward rounds, Patients referrals for further investigations. Facilitate serious adverse events and mortality morbidity meetings Liaison Psychiatry Services within Cullinan Care and Rehabilitation Centre and outreach to facilities/services in the catchment area as needed. Participation in academic duties of Pretoria University Department of Psychiatry. Conduct and report on research and regular clinical audits. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and Occupational Health and Safety.

ENQUIRIES: Mr. TA Magadze Tel No: (012) 734 7000 EXT 202

APPLICATIONS: The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, private Bag X1005, Cullinan, 1000.

CLOSING DATE: 20 March 2020

POST 09/47: DEPUTY MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD 2020/03/02

Directorate: District Clinical Specialist Team

SALARY: R949 482 - R1 068 666 per annum (all-inclusive remunerative package)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty ((Clinical Health Assessment, Diagnosis, Treatment and Care). At least 4 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver’s license is essential and computer skills. A candidate who has working experience as a DCST will be preferred (Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline). It would be required of the successful candidate to sign a performance agreement. Competencies: Knowledge: Own clinical discipline, Relevant legislation, regulations and policies, Quality assurance and improvement programmes, Programme planning, implementation and evaluation, Information management, Human resources and financial management, Epidemiology and statistics. Skills: Leadership, Communication, Problem solving, Computer literacy. Behavioural attributes: Stress tolerance, Self-confidence, Objective, Ethical, and Empathic.

DUTIES: Represent primary health care nursing as a member of a District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, new-borns and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, new-borns and children throughout the District. Maintain
personal competency in primary health care nursing. Primarily support clinics and community health centres with all aspects of service delivery related to primary health care nursing. Secondarily support district hospitals with primary health care service delivery. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of nursing and allied health professionals and community health workers. Work with the district Management Team to establish and maintain systems including surveillance, health information, communication and referral guideline and process to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resource and sundries for the provision of quality clinical care. Assist, support and participate in risk management activities for patients, (e.g. clinical event analysis, morbidity and mortality meeting), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and ward based primary health care teams. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES
APPLICATIONS: Dr J. Bassu Tel No: (011) 878 - 8547
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager
NOTE: Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE: 20 March 2020

POST 09/48: MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2020/03/03 (X2 POSTS)
Directorate: Family Medicine

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

CENTRE: Ekurhuleni Health District
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB) or equivalent. Grade 1: Less than 5 years relevant experience Grade 2: At least 5 years, but less than 10 years, relevant experience, Grade 3: 10 years and more relevant experience. Recommendations: Experience in district health service. Experience in general medical practice: PHC; HAST; EBM and use of current protocols. Excellent clinical skills in terms of consultation; history taking; examination; clinical assessment and management procedures. Good professional attitude; communication skills; ethics in relation to patients/families/community; referrals; consent for treatment; team work ability and medical records keeping. Willingness to
work/participate in outreach programmes in any PHC facilities within the district health service. Post graduate diploma or relevant medical degree is an advantage.

**DUTIES**

Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Participate in 24 hour PHC services including Medico-legal and EMS. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training and the CME activities for nurses, intern and community service doctors in the district. Support or participate in the development of district research projects.

**ENQUIRIES**

Dr. S Agbo Tel No: (011) 878 8548/Cell: 079 877 4845

**APPLICATIONS**

Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

**CLOSING DATE**

20 March 2020

**POST 09/49**

MEDICAL OFFICER GRADE 1-3 REF NO: EHD2020/03/04

Directorate: Mental Health

**SALARY**

Grade 1: R821 205 - R884 670 per annum (All-inclusive remunerative package)

Grade 2: R938 964 - R1026 693 per annum (All-inclusive remunerative package)

Grade 3: R1 089 693 - R1 362 366 per annum (All-inclusive remunerative package)

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

Basic medical degree (MBCHB or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry or relevant additional experience working in Mental Health/Psychiatry will be an advantage. **Grade 1:** Less than 5 years appropriate experience as a Medical Officer. **Grade 2:** A minimum of 5 years’ appropriate experience as a Medical Officer. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, HAST, EBM and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competancy Profile: Appropriate treatment of mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide advice and deliver information in the form of reports to all disciplines in the district mental health team. Ensuring proper referrals between hospitals and clinic and completion of correct referral documents from community to hospital. Following correct procedures for the down referrals of clients. Ability to manage a multidisciplinary team and work together with nurses, psychologists, occupational therapists and social workers for optimal patient's management.

**DUTIES**

Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal mental health care, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24 hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Support the development of the
Mental Health/Psychiatry in the district and participate in academic teaching and learning Mental Health, Family medicine & PHC units in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES: Dr K Maaroganye Tel No: (011) 876 1795
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION: Human Resource Manager
NOTE: Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE: 20 March 2020
POST 09/50: MEDICAL OFFICER GRADE 1 REF NO: 3/3/1/161 (X1 POST)
Directorate: Medical
SALARY: R821 205 - R884 670 per annum
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience after registering with HPCSA as a Medical Practitioner.
DUTIES: Co-ordinate and manage clinical care and treatment. Be rotated through different units of the hospital according to the needs of the hospital. Manage and handle all patients depending on the units to which the doctor is allocated. Manage other patients in other units to which the doctor may be delegated on temporary basis at the discretion of the Clinical Manager. Supervision and training of interns and medical students.

ENQUIRIES: Dr Moundzika-Kibamba JC Tel No: (011) 951-6181
APPLICATIONS: Applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater.
NOTE: Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Incumbents are subjected to medical Screening. NB: Applications from persons with disabilities are welcomed.

CLOSING DATE: 20 March 2020
POST 09/51: MEDICAL OFFICER GRADE 1 REF NO: CCRC MED 06/02/2020
Directorate: Clinical Services
SALARY: R821 205 - R884 670 per annum (all-inclusive package)
CENTRE: Cullinan Care and Rehabilitation Centre (CCRC)
REQUIREMENTS: Basic Medical Degree (MBBCh or equivalent). Appropriate qualification that allows registration with the PHSCA as a General Medical Practitioner and must be post community service. Proof of current registration.
DUTIES: Provide medical health and support to patients in the wards. Assist with in-service training of nursing personnel. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. Death certificate. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standard-(norms and standards) Rendering of after –hour services during Weekends and over the weekends. Participate in infrastructure improvement and policy development. Performing any delegated work may be assigned from time to time. Must be willing to do commuted overtime. Patients’ referrals for further investigations. Facilitate serious adverse events. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and Occupational Health and Safety.

ENQUIRIES: Mr. TA Magadze Tel No: (012) 734 7000 x 202
APPLICATIONS: The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater.
CLOSING DATE : 27 March 2020

POST 09/52 : CLINICAL PSYCHOLOGIST GRADE 1 REF NO: 2020/03/05
Directorate: Mental Health

SALARY : R713 361 per annum (all-inclusive remunerative package)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Registration with HPCSA as Clinical Psychologist. Applicant must be in possession of a master’s Degree in Clinical Psychology. A valid driver’s license is essential.

DUTIES : Render clinical psychological services within the district and community clinics. Assess, treat, rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Establish support groups within clinics and develop projects that can contribute to the rehabilitation of users. Use research-based evidence to improve Mental Health services. Work within a multidisciplinary team. Provide therapeutic services to individuals, groups and families. Administer psychometric assessment and provide appropriate interventions. Knowledge of legislation governing Psychological Services and Mental.

ENQUIRIES : Dr K. Motshwane
Tel No: (011) 876 – 1717

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager

NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE : 20 March 2020

POST 09/53 : DEPUTY DIRECTOR: SECRETARIAT REF NO: DD/S/03/2020
Directorate: Office of the HOD

SALARY : R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs)

CENTRE : Central Office, Johannesburg

REQUIREMENTS : A three-year National Diploma/Degree in Public Administration or equivalent qualification as recognized by SAQA. At least 5 years’ working experience in secretariat of which 3 years must be at Assistant Director Level or Middle Management level in secretariat services. Experience of providing secretariat functions to boards, executive committees or subcommittees will be an added advantage. Skills: Excellent computer and information systems management, organizing and planning skills. Proficiency in MS Word, Excel, PowerPoint. Good verbal and written communication, Good inter-personal relations, Problem solving, Self-discipline and ability to work under pressure. Innovation and creativity, the ability to exercise judgement and resolve issues independently as well as forge and maintain productive working relationships. Knowledge of the Public Service Act and Batho Pele Principles. Incumbent will be subjected to a security vetting process. A valid driver’s license.

DUTIES : Provide and oversee the provision of executive secretariat services. Ensure that various internal and external stakeholders are informed about Executive Committee meetings. Ensure that logistics are arranged for internal and external meetings i.e. boardrooms, equipment e.g. projectors, laptops, etc. Ensure an accurate record of proceedings and distribution thereof. Ensure the analysis of various input documents and consolidate such documents in executive summary reports for consideration by Senior Management. Provide inputs for the drawing up of agendas and distribution. Compile minutes and record decisions and resolutions taken at all Executive Committee meetings. Follow up on resolutions and provide regular feedback. Ensure an effective and efficient follow up system for the implementation of recommendations and resolutions emanating from meetings. Facilitate processes to ensure that all reports develop and maintain a decision tracking grid. Maintain the filing system in accordance with MISS requirements. Maintain administrative records for the committees, assist in the induction of committee members; provide advice on governance related issues. Keep a complete manual and electronic
record of meetings (agendas, minutes, attendance register, and hand-out documents).

ENQUIRIES: Ms K Nkuna Tel No: (082) 924 8098
APPLICATIONS: street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107.
NOTE: certified copies of your qualifications, identity book, curriculum vitae, and Z83. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in Accordance with The Employment Equity targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.

CLOSING DATE: 20 March 2020
POST 09/54: PHARMACIST GRADE 1 REF NO: EHD2020/03/06
Directorate: Pharmacy
SALARY: R693 372 – R735 918 per annum (Plus benefits)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.
DUTIES: Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.
ENQUIRIES: Ms. T. Burisch Tel No: (011) 878 - 8500
APPLICATIONS: To be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION: Human Resource Manager
NOTE: Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
CLOSING DATE: 20 March 2020
POST 09/55: ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD2020/03/07
Directorate: Primary Health Care
SALARY: R614 991 - R692 166 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (Nokuthela Ngwenya CHC)
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty ((Clinical Health Assessment, Diagnosis, Treatment and Care). or Advanced Midwifery and Neonatal). At least 3 years of the period referred above must be appropriate/recognizable experience at management level.
Current proof of registration with SANC, valid driver’s license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.

**DUTIES**

Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**

Ms J.F Joubert Tel No: (011) 737 – 7946

**APPLICATIONS**

Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

**CLOSING DATE**

20 March 2020

**POST 09/56**

ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD2020/03/08

Directorate: Primary Health Care

**SALARY**

R614 991 - R692 166 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (Brakpan & Benoni)

**REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty ([Clinical Health Assessment, Diagnosis, Treatment and Care). or Advanced Midwifery and Neonatal). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver’s license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.

**DUTIES**

Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province.
Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms J.F Joubert Tel No: (011) 737 – 7946
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
CLOSING DATE : 20 March 2020

POST 09/57 : OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2020/03/09
Directorate: Primary Health Care
Re-Advertisement

SALARY : R562 800 – R633 432 per annum
CENTRE : Phillip Moyo Clinic (ESDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES : Ms N. Xaba Tel No: (011) 426 – 4901
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : applicants who previously applied for this post are encouraged to apply. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
CLOSING DATE : 20 March 2020

POST 09/58 : ASSISTANT MANAGER NURSING – PNA-7 (INFECTION PREVENTION AND CONTROL) REF NO: REFS/005070
Directorate: Nursing

SALARY : R562 800 – R652 437 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS:
- Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Degree or Diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period preferred above must be appropriate/recognizable experience at management level in Infection Prevention and Control Department. Current registration with SANC. Knowledge and understanding of Nursing and OHS regulations, policies and Acts). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Quality in Infection Prevention and Control will be an added advantage.

DUTIES:

ENQUIRIES:
- Mr. W.N. Mothwane Tel No: (011) 923 - 2318

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

NOTE:
- The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full, attach your CV, certified copies of your Identity document, academic qualification and proof of registration with the SANC. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. No S&T claims and resettlement allowance will be paid.

CLOSING DATE:
- 20 March 2020

POST 09/59:
- CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: EHD2020/03/10

Directorate: Rehabilitation Services

SALARY:
- Grade 1: R466 119 – R517 326 per annum (plus benefits)

CENTRE:
- Ekurhuleni Health District

REQUIREMENTS:

DUTIES:
- To provide 24 hours Radiography services in a PHC facilities within the district. Willingness to be placed and rotate in any of the PHC facilities. Supervise subordinates and other support personnel in the department. Compliance with radiation control legislation. Must ensure implementation of Quality Assurance and improvement programme. Working knowledge of departmental equipment and fault reporting. Compliance with National Patients’ Rights Charter and professional ethics. Promote Batho Pele Principles in execution of all task for effective service delivery. Working knowledge of departmental equipment and fault reporting. Compliance with National Patients’ Rights Charter and professional ethics. Promote Batho Pele Principles in execution of all task for effective service delivery. Form part of PHC management team. Compile patient statistics, monthly report and other administrative task. Perform any other duties as delegated by the Superiors

ENQUIRIES:
- Ms K.R. Maluleke Tel No: (011) 876 1776/Ms. M Masipa Tel No: (011) 876 1776

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APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager

NOTE: Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE: 20 March 2020

POST 09/60: QUALITY ASSURANCE COORDINATOR REF NO: PWH/QA/02/20

Directorate: Quality Assurance Department

SALARY: R444 276 - R500 031 per annum (plus benefits)

CENTRE: Pretoria West District Hospital

REQUIREMENTS: Grade 12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse, A minimum of 7 years appropriate and recognizable experience in nursing after registration as Professional Nurse. A valid driver’s license. Basic computer literacy is essential. 2 years’ experience in Quality assurance or Quality Champion will be an added advantage. Evidence of quality Qualifications will be an added advantage.

DUTIES: Develop and implement quality assurance programs, guidelines, protocols, norms and standards. Ensure proper management of Complaints, Compliments, Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards and Ideal hospital framework. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Assist with data collection, analysis and report pertaining to total quality management in the hospital. Coordinate compilation of quality improvement plans and communicate it with external and internal stakeholders. Perform other duties that are delegated by supervisor/manager. Excellent interpersonal relationship and ability to work within multidisciplinary team. Good report writing and good supervisory skills. Ability to collect and analyze data. Have Knowledge of relevant legislation. Be Familiar with Code of Good Practice in the public sector and labour relations practices. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.

ENQUIRIES: Ms. NL Madiba Tel: (012) 380 1206

APPLICATIONS: can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document, SANC documents and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE: 20 March 2020

POST 09/61: CLINICAL PROGRAMME COORDINATOR (EMPLOYEE WELLNESS) REF NO: 3/3/1/163 (X1 POST)

Re-Advertisement

SALARY: R444 276 - R500 031 per annum

CENTRE: Dr Yusuf Dadoo Hospital

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

**DUTIES**

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

**ENQUIRIES**

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

**APPLICATIONS**

should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739. Applicant who applied before are welcome to re-apply. People with disabilities are encouraged to apply. Incumbents are subjected to medical screening.

**NOTE**

Applications should include Z83, CV, and certified copies of ID and Qualifications failure to submit all the requested documents will result in the application not being considered.

**CLOSING DATE**

20 March 2020

**POST 09/62**

**MIDDLE MANAGER: HUMAN RESOURCE (X1 POST)**

Directorate: Health

**SALARY**

R376 596 – R454 920 per annum (Level 09) (Plus Benefit)

**CENTRE**

Pholosong Hospital

**REQUIREMENTS**

Grade 12 plus 10 years’ experience HRM of which 10 years is supervisory experience as HR Generalist/ Relevant Bachelor’s degrees/National Diploma plus 5 years’ experience in HRM of which 3 years supervisory experience as a HR Generalist in HR. Extensive knowledge of PERSAL and HR prescripts. Computer literacy. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: Leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.

**DUTIES**

Lead and manage the HR Unit services, Supervise and empower the HR Staff at the hospital. Provide guidance and support to the staff. Approve and Quality assure all the transactions related to appointments, salary administration, leave, overtime, terminations, transfer, housing allowance. Management of PILLIR for the hospital. Management of PMDS, OWR and payroll. Attend to all Auditor General Queries. Manage and coordinate the implementation of grade progression. Advice staff on all HR related issues. Manage and support line manages on HR issues. Assist with the Recruitment and Selection. Oversee Labour Relation Office.

**ENQUIRIES**

Mr JR Fernandes Tel No: (011) 812 5000

**APPLICATIONS**

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

**NOTE**

Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.

**CLOSING DATE**

20 March 2020

**POST 09/63**

**ASSISTANT DIRECTOR: SECURITY AND FMU REF NO: REFS/005112**

Directorate: Support Services

**SALARY**

R376 596 – R443, 601 per annum (plus benefits)

**CENTRE**

Tara the H. Moross Centre, Sandton
REQUIREMENTS: An appropriate degree or equivalent qualification NQF6 preferably in Security/Project management, Safety, and Risk Management; PSIRA registered Grade A certificate; three years relevant supervisory experience in Facility Management/Security/Horticulture; valid code 8 driver's license. The following will serve as recommendations: Completion of a Security Managers’ Course (NIA); 3/5 years’ experience in security relating to physical, personnel, documents, communications and IT aspects, OHS, Good knowledge of investigations and vetting; Firefighting and prevention certificate; Good knowledge of threat and risk assessment; Knowledge of Public Service Security Policy framework; strategies 24 on the prevention of corruption and fraud; risk management; threat and risk assessment; COMSEC; TSCM; PFMA; GIAMA: SCM; MISS documents; Control of access to Public Premises and Vehicle Act (At No. 53 of 1985); Fireman’s Control Act 2000 (Act No. 60 of 200); Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); National Key Points Act, 1980 (Act No. 102 of 1980); Trespass Act, 1959 (Act No. 6 of 1959). Skills and competencies: computer literacy, power point presentation, investigation and analytical skills; report writing and presentation skills; conduct meetings; planning and organizing; project management skills; problem solving skills; attention to detail; conflict management; team work; good interpersonal relations and leadership skills. Knowledge of FMU and Horticulture with at least 2 years’ experience.

DUTIES: Implement the total security function of the institution (physical security; personnel, communication, document and information security). Implement and ensure compliance with Departmental security policy; MISS; MPSS and other security related policies. Implement security projects in the institution to monitor and manage the service level agreements of security contracts. Ensure that security threats and risk assessments are conducted in the institution. Protection of management, staff, patients, and different stakeholders. Monitor and investigate security breaches. Ensure a safe and healthy working environment in terms of the OHS/SHEQ. Support implementation of the Anti-Fraud and Anti-Corruption plan. Support risk management initiatives in the institution. Participation in relevant committee structures. Provide inputs for the Strategic Action Plan. Provide budget inputs for security operations. Conduct various security survey and analyses. Raise and maintain security awareness in the institution. Must be prepared to be on standby and work long irregular hours. Management of Facility Management unit, Property Caretakers and Security component. Management of all GDID infrastructure and maintenance projects in the hospital, ensure maintenance of grounds and gardens.

ENQUIRIES: Mr. V. Doorasamy Tel No: (011) 535 3032/3002
APPLICATIONS: must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery or postal address.

NOTE: People with disabilities, Coloreds, Indians and Whites are encouraged to apply.

CLOSING DATE: 20 March 2020

POST 09/64: ASSISTANT DIRECTOR: SECRETARIAT REF NO: AD/S/03/2020
Directorate: Office of the HOD

SALARY: R376 597 per annum (Level 09) (including benefits)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: A three-year National Diploma/Degree in Public Administration or equivalent qualification as recognized by SAQA. At least 5 years’ working experience in secretariat of which 2 years must be at a Supervisory level. Proficient in MS Word, PowerPoint, Excel. Skills: Computer literate, Minute taking, Good verbal and written communication, Good inter-personal relations, Problem solving, Presentation, Innovation and creativity, Self-disciplined and able to work under pressure with minimum supervision, Knowledge of the Public Service Act and Batho Pele Principles. Incumbent will be subjected to a security vetting process. A valid driver’s license.

DUTIES: Preparation of meeting packs for the various Executive Committees; prepare logistics for meetings, sending out meeting notices and agendas; type minutes for executive meetings; track implementation of meeting resolutions; filing of all executive decisions as per MISS requirements; assist in the induction of committee members; provide advice on governance related issues. Keep a
complete manual and electronic record of meetings (agendas, minutes, attendance register, and hand-out documents).

ENQUIRIES: Ms K Nkuna Tel No: (082) 924 8098
APPLICATIONS: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

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

CLOSING DATE: 20 March 2020

POST 09/65: DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: 3/3/1/162 (X2 POSTS)
Directorate: Radiography

SALARY: R317 976 – R361 872 per annum
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: B-Degree or three years National Diploma in Radiography that allows registration with HPCSA in the profession.
DUTIES: To undertake radiographic procedures efficiently, produce diagnostic radiographs and render excellent service delivery in accordance with the prescribed competencies whilst adhering to ALARA principles, radiation control measures and medico legal requirements. Provide high standard of patient care, safety and radiation protection measures. Ability to learn the latest technical innovations and health legislation. Advice on booking and procedures and provide hygienic environment for patients. Report faults in terms of radiology equipment. Participate in continuous personnel development programmes.

ENQUIRIES: Mr. JK Mahlangu Tel No: (011) 951 6068/69
APPLICATIONS: Must be delivered to the following address: HR department Dr Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp 1740 or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.
NOTE: Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Incumbents are subjected to medical screening. NB: Applications from persons with disabilities are welcomed.

CLOSING DATE: 20 March 2020

POST 09/66: DIAGNOSTIC RADIOGRAPHER GRADE 1 – GRADE 3 REF NO: EHD2020/03/11
Directorate: Rehabilitation Services

SALARY: Grade 1 R317 976 –R361 872 per annum (plus benefits)
Grade 2 R372 810 – R426 291 annum (plus benefits)
Grade 3 R439 164 - R532 959 per annum (plus benefits)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Grade 12 with National Diploma or Bachelor/B Tech in Diagnostic Radiography. Registration with HPCSA as Independent Diagnostic Radiographer. Proof of original and current HPCSA registration. Grade 1: Less than 10 years relevant experience, Grade 2: At least 10 years, but less than 20 years, relevant experience, Grade3: 20 years and more relevant experience. Computer Literacy. Driver’s license is essential. Good Interpersonal and communication skills.
DUTIES: To provide 24 hours Radiography services in a PHC facilities within the district. Willingness to be placed and rotate in any of the PHC facilities. Perform administrative duties including compiling statistics and performing any other duties as delegated by the Supervisor. The person will also be doing relieve
duties in other clinics. Knowledge on implementation of quality assurance and improvement plans. A working knowledge of departmental equipment and fault reporting. Compliance with National Patients’ Rights Charter and professional ethics. Promote Batho Pele Principles in execution of all tasks for effective service delivery. Participate in continuous professional development as required by HPCSA.

ENQUIRIES : Ms K.R. Maluleke Tel No: (011) 876 1776 Ms M. Masipa Tel No: (011) 876 1776

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager

NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE : 20 March 2020

POST 09/67 : SPEECH THERAPIST AND AUDIOLOGIST REF NO: LRT/STA/0015

Directorate: Allied

SALARY : Grade 1: R317 811 – R361 872 per annum plus benefits
Grade 2: R372 810 – R426 291 per annum plus benefits
Grade 3: R439 164 – R532 959 per annum plus benefits

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as either a Speech Therapist & Audiologist or Speech Therapist. Current registration with HPCSA as Speech Therapist & Audiologist or Speech Therapist. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have completed community service.

DUTIES : Provide effective speech therapy+/audiology service for in-patient and external stakeholders in adherence to scope of practice this includes (but is not exclusive to) assessing, diagnosing and treating patients within a multidisciplinary team. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting, issuing and training in the appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, patient statistics. Attending ward rounds, discussions, meetings with multidisciplinary team. Liaising and referring appropriately. Contributing to service development by monitoring, evaluating and co-ordinating existing services, identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirements of the Institution, the province and national health by participating in data collection and make suggestions to the work team to improve speech therapy and audiology services. Assist with management of resources of the department, namely Human (including students), Finance and Physical. Adhere to legislation, regulations, ethical standards, policies, guidelines and protocols at a national, provincial and institution-specific level.

ENQUIRIES : Paula Van Wyk Tel No: (011) 411 3526/3737

APPLICATIONS : Applicants should clearly indicate the discipline that they are applying for. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. All hand delivered and posted applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should
not be older than six months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE** : 20 March 2020 (AT 12h00 PM)

**POST 09/68** : DENTAL THERAPIST REF NO: TDHS/A/2020/12 (X2 POSTS)
Directorate: Oral Health

**SALARY** : Grade1: R317 976 – R361 872 per annum

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : Grade 12 certificate, Bachelor of Dental Therapy, registration with Health Professions Council (HPCSA) as a Dental Therapist. Proof of current registration with the HPCSA and copy of an ID document. Valid drivers licence Code EB or C1. All documents to be certified and not older than six months.

**DUTIES** : Rendering of Oral Health services within the scope of Dental Therapy qualification. Working in the clinics, dental mobile, correctional services, institutions, hospitals, partake in community outreach programmes and performing administrative duties as required by the Programme/Department. Ensure proper running of quality oral health services and management of the staff in the clinic. The provision of relief within the Sub-district and District when needed. Sound knowledge of Departmental Policies would be an advantage. Good communication and interpersonal relations skills, ability to work under pressure and problem-solving skills.

**ENQUIRIES** : Dr SK Reinprecht Tel No: (012) 451 9290

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

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

**CLOSING DATE** : 20 March 2020

**POST 09/69** : TRANSPORT OFFICER REF NO: JUB 07/2020
Directorate: admin and logistics

**SALARY** : R257 508 per annum plus benefits

**CENTRE** : Jubilee District Hospital

**REQUIREMENTS** : Grade 12, 5 years office work experience in transport and 5 years driving experience. National diploma in Public, Transport or Logistics Management will be added advantage. Computer literacy knowledge of micro soft office. Must have ability to plan, organize, inspect and evaluate work of subordinates. Have a valid code 10 driver’s license with PDP. Knowledge of transport policy, National core standards and BATHO Pele Principles. Good verbal and written communication skills. Have supervisory skills and good interpersonal skills.

**DUTIES** : Allocation of state vehicles to the drivers and officials for official use. Ensure that drivers and other officials have valid driver’s license before issuing them with a state vehicles. Ensure that pre-trip and post trip inspection are performed. Electronic log sheet system. Compile monthly reports. Ordering/leasing of new vehicles. Make sure that all state vehicle are road worthy. Ensure that petrol cards are available and valid. Monitor utilization of petrol cards and analyses the transactions reports from the bank and G-fleet. Update the invoice received, register on monthly basis. Completing the log sheets. Ensure that all electronic database is updated and on time. Ensure that all vehicles are clean at all times. Manage performance and development of staff. Comply with the legislative prescripts of the Department of Health.

**ENQUIRIES** : Mr T.T Makhudu Tel No: (012) 717 9385
APPLICATIONS: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449 Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. 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.

CLOSING DATE: 20 March 2020

POST 09/70: CLINICAL ASSOCIATES REF NO: EHD2020/03/12
Directorate: Family Medicine

SALARY: R257 508 per annum (Plus Benefits)
CENTRE: Ekurhuleni Health 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.

ENQUIRIES: Dr S. Agbo Tel No: (011) 878 – 8548/Cell No: 079 877 4845
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager
NOTE: Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE: 20 March 2020

POST 09/71: LOGISTICAL SUPPORT OFFICER REF NO: JUB 06/2020
Directorate: Supply Chain and Asset Management

SALARY: R257 508 per annum (Level 07) Plus Benefits
CENTRE: Jubilee District Hospital
REQUIREMENTS: Grade 12 with 3 to 5 years’ experience in Asset Management and SCM/Logistics or National Diploma/Bachelor’s Degree in SCM/ Logistic/Public Admin/Financial Management. Knowledge of PFMA, BBBEE, PPPFA, Treasury regulations practice notes, SCM policies, Asset policies and any other rules that govern SCM & Asset. Knowledge of BAS and SAP systems. A valid driver’s license, police clearance certificate. Must have good communication skills, facilitation and presentation skills, Computer literacy (MS Word, Excel, and Power-point). Ability to work under pressure.
**DUTIES**

The incumbent will be responsible for Management of Asset Department. Maintaining Asset register. Barcoding of assets computing spread sheet for newly acquired assets and updating the inventory for lists. Conducting physical assets verifications. Resolve issues regarding discrepancies. Conduct disposal of redundant, obsolete and unserviceable assets and update asset register accordingly. Compile statutory monthly reports such as reconciliation of BAS with SAP, maintenance reports. Ensure that hospital property is optimally utilized and taken care of. Attend to audit matters. Contract employees and evaluate their performance in relation to PMDS.

**ENQUIRIES**

MR J.T Dladla Tel No: (012) 717 9487

**APPLICATIONS**

documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449 Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE**

Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. 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.

**CLOSING DATE**

20 March 2020

**POST 09/72**

IT TECHNICIAN REF NO: TDHS/A/2020/13 (X1 POST)

Directorate: ICT

**SALARY**

R257 508 - R303 339 per annum (Level 07)

**CENTRE**

Tshwane District Health Services

**REQUIREMENTS**

Grade 12 with 3 years National Diploma in IT and 3 years IT experience or any IT Qualifications with 6 years IT experience, MCSE/MCSA will be an advantage. Valid driver’s license is compulsory. Other Skills/Requirements: Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting business applications, and Microsoft packages. Knowledge of VOIP telephone configurations and networked switch configuration. Ability to work under pressure, client orientation and customer focus. Good problem solving and analytical skills. Good communication and planning skills.

**DUTIES**

The successful candidate will be responsible for managing and monitoring the continuous functioning of the LAN and WAN. To resolve LAN and WAN connectivity, provide technical support and maintain desktop and other hardware for all users in the department. Support business application that are deployed at our facilities. Deploy and support VOIP telephone system. Perform network troubleshooting and support. Install computer hardware, software and configure network devices in the department and the supported facilities. Provide support to end-users, devices and transversal system i.e. BAS, SAP and PERSAL.

**ENQUIRIES**

Mr ST Khuzwayo Tel No: (012) 451 9085

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

20 March 2020

**POST 09/73**

PRINCIPAL PERSONNEL OFFICER (X1 POST)

Directorate: Health

**SALARY**

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

**CENTRE**

Pholosong Hospital

**REQUIREMENTS**

Grade 12 with at least five years of experience as HR Clerk in the hospital or relevant three-year Diploma/Degree with at least three years HR experience. A person must be dynamic and flexible as he/she will be dealing with sensitive issues and taking critical and uncompromising decisions. Be people oriented.

DUTIES: Ensure effective general Management of HR department of the hospital, policy development and implementation of HR controls (e.g. Commuted Overtime etc) Performance management system. Implement either consequence management where necessary. Orientate new staff members and train staff where necessary. Attend internal and external meetings and give report back to HR Personnel. Be able to work under severe pressure. Be able to implement Batho Pele Principles within the Office of HR. Implement pension administration, Remuneration and employee benefits. Leave and ill-health Retirement (PILIR), Injury On-Duty, Overtime, housing allowances, appointments, GEPF implementation, PERSAL and Establishment administration. Be willing to implement all issues relating to HR and take minutes during HR meetings.

ENQUIRIES: Mr JR Fernandes Tel No: (011) 812 5000
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.
CLOSING DATE: 20 March 2020

POST 09/74: OCCUPATIONAL HEALTH NURSE REF NO: NURSING 05/2020 (X1 POST)
Directorate: Nursing

SALARY: Grade 1: R256 905 per annum (plus benefits)
Grade 2: R315 963 per annum (plus benefits)
Grade 3: R383 226 per annum (plus benefits)

CENTRE: Kopanong Hospital

REQUIREMENTS: Grade twelve plus basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Candidates must also have a one year post basic diploma in Occupational Health and Safety services that allows registration with SANC. Dispensing license will be advantageous. Current registration with SANC as a Professional nurse must be available. Candidates must have a minimum of four years appropriate/recognizable experience in General nursing after registration as a Professional Nurse with SANC. Exposure/actual experience in an integrated Employee Health and Wellness Program will be an added advantage. Candidate must have good writing and policy development skills. Good communication skills both verbal and written, computer skills and able to work under pressure in a changing environment. Candidate must be able to work independently with good interpersonal skills.

DUTIES: Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department’s Occupational Health objectives. Provide occupational health services to employees that lead to the promotion, protection and restoration of their health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop a dependent health and safety program in a workplace, also disease prevention programs of risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Educate all employees on 140 preventative measures against occupational hazards. Promote healthy living and working conditions. Develop relevant occupational health and safety protocols and SOP’s. Establish a referral system for the institution, programme development, expansion and implementation and marketing of OHS services. The incumbent will also be responsible to do operational work such as medical surveillance, management of injury on duty, management of medical emergency for staff and participate in disaster management. Work with Human Resource department and other stakeholders in the management of absenteeism due to ill-health and injury on duty. Plan and budget for OHS. Identify training needs and develop programmes. Be supportive to the manager to achieve the goals of the unit and that of the hospital.

ENQUIRIES: Ms Polo ME Tel No: (016) 428 7130
APPLICATIONS: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not older than six months. People with Disabilities are encouraged to apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

CLOSING DATE: 20 March 2020

POST 09/75: PROFESSIONAL NURSE – GENERAL REF NO: NURSING 04/2020 (X1 POST)
Directorate: Nursing

SALARY:
Grade 1: R256 905 per annum (plus benefits)
Grade 2: R315 963 per annum (plus benefits)
Grade 3: R383 226 per annum (plus benefits)

CENTRE: Kopanong Hospital

REQUIREMENTS:
Grade twelve plus basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC as a Professional Nurse must be available. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must be computer literate, have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of the National Core Standards, Batho-Pele principles, Ministerial Priorities and Patients' rights.

DUTIES:
Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Perform a clinical nursing practice in accordance with the nursing standards as determined by the Health Facility. Promote quality of nursing care as directed by the professional Scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the Multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial or religious differences. Be able to plan and organize own work and support other personnel to ensure quality nursing care. Demonstrate a caring attitude towards patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations. Be supportive to the manager to achieve the goals of the unit and that of the hospital.

ENQUIRIES: Ms Molete RM Tel No: (016) 428 7117
APPLICATIONS: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or posted to P/bag X031, Vereeniging, 1930.

POST 09/76: ELECTRO-CARDIOGRAM ASSISTANT REF NO: LRT/ECG/0014 (X1 POST)
Directorate: Radiology

SALARY:
Grade 1: R210 567 – R240 762 per annum (Plus Benefits)
Grade 2: R248 304 – R301 005 per annum (Plus Benefits)

CENTRE: Leratong Hospital

REQUIREMENTS:
Appropriate Qualification or in - service training with duration of 2 years that allows registration with HPCSA. ECG certificate. Experience in ECG will be an added advantage. Must be registered with the HPCSA. Have a desire to help sick patients. Be tactful, patient and sympathetic. Have a practical and enquiring mind. Able to distinguish between normal and abnormal ECG. Have scientific and technological knowledge in performing 12 lead ECG. Be able to manage themselves, time and resources efficiently. Adhere to safety measures in compliance with the occupational and safety. Recognize problem related to malfunctioning of equipment. Prepare the patient accurately to protocol. Excellent interpersonal skill. Be able to work under pressure, communicate clearly with patient and doctor. Basic computer skills.
DUTIES: Set the room for taking ECG readings. Review and understand the medical history of the patient. Perform the ECG test. Set ECG machines and explain the ECG procedures clearly to patients. Interact with patients and ease their minds as it is crucial for the tests. Connect the electrodes to the body of the patient and operate the electrocardiogram equipment. Place in and remove the catheters. Identify any abnormalities or urgency, in case if any are present. Work under the supervision of the physician. Administer the test and record the readings from the display of the equipment. Take hard copy of readings. Perform the clerical duties in relation to the ECG. Disinfect and maintain the equipment. Clean and sanitize the room after the process. Participation in departmental quality initiatives. To adhere to the safety norms of the hospital and follow both patient and staff safety rules.

ENQUIRIES: Dr B Hlatswayo Tel No: (011) 411 3819

APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE: The department of Health is committed to the achievement and maintenance of diversity and equity employment especially for race, gender and disability. Applications must be submitted on Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are CV, certified ID copy, certified copies of qualifications including matric, certified HPCSA registration certificate and proof of current registration with HPCSA Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC)- verification (reference checks- provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act. Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 20 March 2020 at 12H00 PM

POST 09/77: SECRETARY REF NO: 3/3/1/159 (X1 POST)

Directorate Office of the CEO

SALARY: R208 584 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: An appropriate recognized 3 years Diploma/Degree in Office Management with relevant working experience OR grade 12 with one (1) year working experience in secretarial functions in the highest offices of the organization. Skills Excellent organizational and time management skills. Capacity to understand, structure and manage the information-flow within the office of the CEO. Good communication and writing skills with good interpersonal relations. Familiarity with the use of office equipment like photocopier, fax, scanner etc. and be computer literate and proficient in the use of MS Office applications, MS Outlook and Power point. Demonstrate flexibility, versatile, initiative, proactivity and working in a multidisciplinary team. Maintain confidentiality whilst being proxy to sensitive information. Being the last barrier before the CEO's office and discreet. Must be able to work under pressure and tight deadlines.

DUTIES: Provide high-level secretarial tasks for the office of the CEO including transcribing and proofreading confidential correspondences. Prepare general and statistical reports, handle information requests, perform secretarial functions such as preparing correspondence, collecting information and compiling the CEO’s report/ dashboard, updating the Ideal Hospital Realization Program Files, receiving visitors, arranging and receiving tele – conference calls, scheduling meetings and taking minutes at various scheduled meetings of the CEO. Maintain confidential files and other material essential for use by the CEO. Maintain calendar of appointments for the CEO ensuring that the CEO is apprised of all appointments and changes as well matters requiring immediate attention. Coordinate all travel and transport arrangements for the
CEO. Answer telephone calls and screen complaints and enquiries from the employees, public officials, the press and the general public addressed to the CEO. Prepare letters, memoranda and keeps records for effective office management. Answer routine mail independently and re-route other mail with background materials a necessary. Maintain all files and ensure that material is properly marked and accessible for immediate use. Perform any other duties that may be requested from time to time by those in authority.

ENQUIRIES: Mr. P.M. Sofohlo (CEO) Tel No: (011) 951 6161
APPLICATI ONS: Must be delivered to the following address: HR department, Dr Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.
NOTE: Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Incumbents are subjected to medical screening. NB: Applications from persons with disabilities are welcomed.

CLOSING DATE: 20 March 2020

POST 09/78: PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: EHD2020/03/13
Directorate: Pharmacy
SALARY: R208 383 – R234 738 per annum (Plus benefits)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant Proof of payment for current annual fees. Less than five (5) years appropriate experience after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
ENQUIRIES: Ms. T. Burisch Tel No: (011) 878 8500
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
FOR ATTENTION: Human Resource Manager
NOTE: Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
CLOSING DATE: 20 March 2020

POST 09/79: PHARMACY ASSISTANT POST BASIC GRADE 1 REF NO: 03/2020 (X1 POST)
Directorate: Pharmacy
SALARY: R208 383 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Grade 12 plus a qualification that allows registration with SAPC as a Post basic Pharmacy Assistant with proof of payment of annual fees. Candidate must have basic communication skills both verbal and written. Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, teambuilding and people skills. Be highly motivated and enthusiastic to contribute to pharmacy services. Be able to work under pressure.
DUTIES: Assist the Pharmacy team in running of the department including one clinic on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. Record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the
council must be adhered to all times. Implement the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.

ENQUIRIES: Ms Rademan AE Tel No: (016) 428 7075
APPLICATIONS: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.

CLOSING DATE: 20 March 2020

POST 09/80: ADMINISTRATION CLERK REF NO: 06/2020 (X1 POST)
Directorate: Patient Activity

SALARY: R173 703 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Grade 12 or equivalent/or Grade 10 with three years’ relevant experience. Be able to Work under pressure, able to read, write and communicate effectively. Be computer literate. Good customer Service. Be prepared to work shifts, night duty and public holidays and also rotate. Relevant qualifications will be an added advantage.

DUTIES: Carry out administrative duties in accordance with guidelines and prescripts. Perform a variety of Duties that is related to patient registration and records. Accurate and correct capturing of patient data both electronically and manually must be done, (personal details, supporting documents and correct Classification). Retrieve and file of patient clinical records. Perform cashier duties (patient fees cash Collection). Maintain proper and correct patient data and do regular update. Adhere to all the requirements and changes from stakeholders both internally and externally.

ENQUIRIES: Ms LP Phaswana Tel No: (016) 428-7111
APPLICATIONS: Must be submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted to P/bag x031, Vereeniging, 1930.
NOTE: Fully Completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. If you did not hear from us three months regard your application unsuccessful. Medical surveillance will be conducted to Successful candidate.

CLOSING DATE: 20 March 2020

POST 09/81: CLIENT INFORMATION CLERK REF NO: 3/3/1/160 (X1 POST)
Directorate: Admin

SALARY: R173 703 per annum
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Grade 12 with extensive in switchboard call centre environment. Good communication and interpersonal skills. Ability to work under pressure and shifts. The incumbent should be fully multilingual. A methodical worker and able take instructions. Call centre certificate will be an added advantage.

DUTIES: Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records and taking messages. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. See to it that switchboard apparatus are handled properly to pass messages to hospital community through P.A.S, SMS or PAGING. Be presentable at all times.

ENQUIRIES: Mr Sifiso Zwane Tel No: (011) 951 6179
APPLICATIONS: Must be delivered to the following address: HR department Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.
NOTE: Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Incumbents are subjected to medical screening. NB: Applications from persons with disabilities are welcomed.

CLOSING DATE: 20 March 2020
<table>
<thead>
<tr>
<th>POST 09/82</th>
<th>IT TECHNICIAN REF NO: TDHS/A/2020/14 (X1 POST)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 - R204 612 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Tshwane District Health Services</td>
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<tr>
<td>REQUIREMENTS:</td>
<td>Grade 12 with 3 years IT National diploma and 2 years IT experience or any IT or any IT Qualifications with 4 years IT experience, MCSE/MCSA will be an advantage. Valid Driver’s license is compulsory. Other Skills/Requirements: Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting business applications, and Microsoft packages. Knowledge of VOIP telephone configurations and networked switch configuration. Ability to work under pressure, client orientation and customer focus. Good problem solving and analytical skills. Good communication and planning skills.</td>
</tr>
<tr>
<td>DUTIES:</td>
<td>The successful candidate will be responsible for continuous functioning of the LAN and WAN, to resolve LAN and WAN connectivity, provide technical support and maintain desktop and other hardware for all users in the department. Support business application that are deployed at our facilities. Deploy and support VOIP telephone system. Perform network troubleshooting and support. Install computer hardware, software and configure network devices in the department and the supported facilities. Provide support to end-users, devices and transversal system i.e. BAS, SAP and PERSAL.</td>
</tr>
<tr>
<td>ENQUIRIES:</td>
<td>Mr ST Khuzwayo Tel No: (012) 451 9085</td>
</tr>
<tr>
<td>APPLICATIONS:</td>
<td>Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.</td>
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<td>CLOSING DATE:</td>
<td>20 March 2020</td>
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<tr>
<th>POST 09/83</th>
<th>KEYBOARD OPERATOR REF NO: TDHS/A/2020/15 (X1 POST)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 - R204 612 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Tshwane District Health Services</td>
</tr>
<tr>
<td>REQUIREMENTS:</td>
<td>Grade 12 certificate and tertiary IT qualification 1 year experience in IT 4 years customer service experience. Other Skills/Requirements: Good hearing and a clear telephone voice. Confident and polite telephone manner. The ability to work quickly and accurately under pressure. Basic IT skills. Excellent customer care skills. The ability to deal with difficult calls in a calm and professional manner. Good time-keeping and reliable.</td>
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<tr>
<td>DUTIES:</td>
<td>Handle outgoing, interoffice or incoming calls. Operate and manage telephone management system. Relay and route written and verbal messages. Update and circulate telephone directories. Assist customers in making telephone calls. Assist callers with other questions. Provide telephone numbers and other information. Place a person-to-person call. Handle all directory assistance queries. Assist with the department’s cellphones and perform cellphone audit. Assist in logging ICT calls and assist with basic IT queries using remote assistant.</td>
</tr>
<tr>
<td>ENQUIRIES:</td>
<td>Mr ST Khuzwayo Tel No: (012) 451 9085</td>
</tr>
<tr>
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<td>Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.</td>
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<td>20 March 2020</td>
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<tr>
<th>POST 09/84</th>
<th>FINANCE CLERK (X4 POSTS)</th>
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<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05) plus 37%</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Tshwane District Health Services</td>
</tr>
<tr>
<td>REQUIREMENTS:</td>
<td>Grade 12 with 1-year financial management/accounting experience or an appropriated Degree/National Diploma in Accounting/Finance. Other</td>
</tr>
</tbody>
</table>
Skills/Requirements: Knowledge and experience in BAS, SAP, SRM and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Reporting and Accounts Payable. Sound accounting skills.

**DUTIES**

Compile and manage the budget of the institution in the District and Bronkhorstspruit Hospital. Monitor budget spending in accordance with the set policies and procedures. Provide assistance and BAS reports to management and institutions in the District in terms of budget, expenditure and reporting monthly. Manage and identify miscellaneous payments and the clearing of suspense/control accounts. Safekeeping of Basic Accounting records and face value documents. Approve shopping cart and confirmation of goods receive voucher (GRV) on SRM. Attend to supplier’s queries and web cycle. Monitor commitment register. Perform Monthly reconciliations of transversal systems (BAS/PERSAL, BAS/SAP, BAS/MEDSAS and Revenue). Management of NPO (non-profit organisations).

**ENQUIRIES**

Ms. EM Kgatla Tel No: (012) 451 9055

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

20 March 2020

**POST 09/85**

ADMINISTRATION CLERK (COMMUNICATION) REF NO: LRT/ACC/0011 (X1 POST)

Directorate: Cooperative Service

**SALARY**

R173 703 per annum (Level 05) (Plus Benefits)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

Grade 12 with relevant experience in Public Service. Qualification in Communication/Public Relations/Marketing in the public service will be an added advantage. Computer Literacy. Good communication and interpersonal skills. Proficiency in various official languages.

**DUTIES**

Provide administration support for all communication services. Conduct Patient Satisfaction Surveys. Write articles for internal publications. Assist in coordinating and facilitating events for the institution.

**ENQUIRIES**

Ms F Oyekanmi Tel No: (011) 411 3503

**APPLICATIONS**

Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

**NOTE**

The department of Health is committed to the achievement and maintenance of diversity and equity employment especially for race, gender and disability. Applications must be submitted on Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are CV, certified ID copy, certified copies of qualifications including matric certificate and proof of computer literacy. Certification should not be older than six months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC)- verification (reference checks- provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act. Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**

20 March 2020 (At 12H00 PM)
POST 09/86  :  FINANCIAL CLERK (SUBCASHIER) REF NO: LRT/FCS/0010 (X4 POSTS)
Directorate: Health

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

**CENTRE**  :  Leratong Hospital

**REQUIREMENTS**  :  Grade 12. Knowledge and experience of Financial Management in Public Sector will be an added advantage. Knowledge of PAAB. Computer literacy (Excel word, PowerPoint and MS outlook). Good understanding of PFMA and Treasury Regulation.

**DUTIES**  :  Responsible for collection of cash, Patient fees, other sales, sale of scrap material, e.g. empty containers, Fax, Copies, etc. Issuing of receipts for all payments received. Capturing of receipts on PAAB and SAP, summarizing of revenue collected. Ensure compliance with PFMA. Administrative procedures Manual and other revenue policies. Cashier duties. Tracking and Debt Management.

**ENQUIRIES**  :  Elvah Mbusi Tel No: (011) 411 3512

**APPLICATIONS**  :  Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

**NOTE**  :  The department of Health is committed to the achievement and maintenance of diversity and equity employment especially for race, gender and disability. Applications must be submitted on Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are CV, certified ID copy, certified copies of qualifications including matric certificate and proof of computer literacy. Certification should not be older than six months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC)- verification (reference checks- provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act. Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**  :  20 March 2020 at 12H00 PM

POST 09/87  :  STAFF NURSE GRADE 1- 3 (X14 POSTS)
Directorate: Health

**SALARY**  :  Grade 1: R171 381 – R 192 879 per Annum per annum (Plus Benefit)
Grade 2: R204 627 – R230 307 per annum (Plus Benefit)
Grade 3: R242 166 – R297 825 per annum (Plus Benefit)

**CENTRE**  :  Pholosong Hospital

**REQUIREMENTS**  :  Grade 1: Qualification that allows registration with the SANC as a staff Nurse. Experience None. Grade 2: Registration with the SANC as Enrolled Nurse. A minimum of 10 years appropriate recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: Registration with the SANC as Enrolled Nurse. A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse.

**DUTIES**  :  Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice of nursing standard as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond patient's needs, requirements and expectation (Batho Pele). Work as part of the multi-Disciplinary team to ensure good nursing care.

**ENQUIRIES**  :  Ms. F Bane: Tel No: (011) 812 5000

**APPLICATIONS**  :  must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.

CLOSING DATE : 20 March 2020

POST 09/88 : NURSING ASSISTANT GRADE 1 – 3 (X5 POSTS)
Directorate: Health

SALARY :
Grade 1: R132 525 – R149 163 per annum (inclusive package)
Grade 2: R156 846 – R176 526 per annum (inclusive package)
Grade 3: R187 263 – R230 307 per annum (inclusive package)

CENTRE : Pholosong Hospital

REQUIREMENTS :
A Grade 1: Qualification that allows registration with the SANC as a Nursing Assistant. Experience None. Grade 2: Registration with the SANC as Enrolled Nursing Assistant. A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: Registration with the SANC as Enrolled Nursing Assistant. A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nursing Assistant. 2-4 years recognisable clinical experience and be familiar with the standard procedures and practices in the health care System and be able to use critical thinking skills to make ethical decisions. Knowledge of medical billing and procedures. Experienced in ICD 10 coding and ability to link patient diagnosis with procedural codes. Good knowledge of UPFS. Ability to work with excel spreadsheets, Microsoft word and web-based programmes (medical aids). Excellent communication skills.

DUTIES :
Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice of nursing standard as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond patient’s needs, requirements and expectation (Batho Pele). Work as part of the multi-Disciplinary team to ensure good nursing care.

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

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

CLOSING DATE : 20 March 2020

POST 09/89 : FOOD SERVICES AID REF NO: LRT/FSA/0012 (X2 POSTS)
Directorate: Human Nutrition

SALARY :
R102 534 per annum (Level 02) (Plus Benefits)

CENTRE : Leratong Hospital

REQUIREMENTS :
Grade 10-12 with relevant experience in food industry. (Previous experience in food service/food related sector will be an advantage). Knowledge of Hygiene and Safety procedures and processes. Awareness of Batho Pele Principles. Should be prepared to work shifts and public holidays. Good communication and interpersonal skills. Time management skills and basic numeracy. Good verbal and written communication skills- English. Appropriate knowledge of Food and Food preparation. Be willing to work in a team and under stressful conditions.

DUTIES :
Ensure proper and effective food service/catering service by complying to the production and work schedules, recipes and instructions given by Food Services Supervisor. Maintain and ensure correct use of Food Services equipment and ensure that breakages are reported immediately. Assist with the preparation and catering for functions and events. The preparation of food for normal, therapeutic diets and snacks. Daily dishing up of food and distribution of meals as per allocated ward. Preparation of fluids diet and feeds in the tube feed area. Perform daily cleaning tasks – routine duties as per week schedule. Applying Hygiene and safety measures in the area of work according to Hygiene and Safety manual and planned work schedules. To liaise with colleagues, supervisors, managers, patients and hospital staff where
applicable. Be prepared to relieve in all areas of Food Service unit when required. Be willing to undergo continuous training and development programs. Be responsible for all allocated supplies and resources to your section. To adhere to all Food Services policies, Procedures and job description at all times.

ENQUIRIES:
Mr. M.E Mashaba Tel No: (011) 411 3658

APPLICATIONS:
Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE:
The department of Health is committed to the achievement and maintenance of diversity and equity employment especially for race, gender and disability. Applications must be submitted on Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are CV, certified ID copy, certified copies of qualifications including matric certificate and proof of computer literacy. Certification should not be older than six months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC)- verification (reference checks- provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act. Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE:
20 March 2020 at 12H00 PM

POST 09/90:
MESSENGER REF NO: REFS/005116
Directorate: Admin and Support

SALARY: R102 534 per annual (plus benefits)
CENTRE: Tara the H. Moross Centre, Sandton
REQUIREMENTS: Minimum Grade 10 – 12, ABET level 4 or Equivalent qualification. Must be computer literate. Ability to handle confidential information. Good Telephone etiquette, Interpersonal and communication (written and verbal) skills. Experience in a hospital environment will be an added advantage.
DUTIES: Distribution of correspondence (fax, circulars, memos etc). Keep record of all received and delivered documents. Assist in the fax room duties (faxing, photocopying, scanning of files and other documents) Assist in the registry function Adhere to departmental policies and procedures. Perform other lawful duties as delegated by the supervisor.

ENQUIRIES:
Mr. G More Tel No: (011) 535 3063
NOTE:
People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7Randburg 2125.Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE:
20 March 2020

POST 09/91:
MEDICAL OFFICER GRADE 1- 3 (SESSIONAL) REF NO: EHD2020/03/14 (X4 POSTS)
Directorate: Family Medicine

SALARY:
Grade 1: R395 per hour (session)
Grade 2: R452 per hour (session)
Grade 3 R524 per hour (session)
CENTRE: Ekurhuleni Health District
REQUIREMENTS:
Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB) or equivalent). Grade 1: Less than 5 years relevant experience Grade 2: At least 5 years, but less than 10 years relevant experience, Grade
3: 10 years and more relevant experience. Recommendations: Experience in district health service. Experience in general medical practice: PHC; HAST; EBM and use of current protocols. Excellent clinical skills in terms of consultation; history taking; examination; clinical assessment and management procedures. Good professional attitude; communication skills; ethics in relation to patients/families/community; referrals; consent for treatment; team work ability and medical records keeping. Willingness to work/participate in outreach programmes in any PHC facilities within the district health service. Post graduate diploma or relevant medical degree is an advantage.

**DUTIES**

- Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Participate in 24 hour PHC services including Medico-legal and EMS. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training and the CME activities for nurses, intern and community service doctors in the district. Support or participate in the development of district research projects.

**ENQUIRIES**

Dr. S Agbo. Tel No: (011) 878 8548/ Cell: 079 877 4845

**NOTE**

Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

**APPLICATIONS**

Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION**

Human Resource Manager

**CLOSING DATE**

20 March 2020

PROVINCIAL TREASURY

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

**APPLICATIONS**

Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

**CLOSING DATE**

20 March 2020

**NOTE**

Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document no copies of certified copies allowed Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process
candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 09/92 : ASSISTANT DIRECTOR: SENIOR AUDITOR-RISK & COMPLIANCE AUDIT SERVICES REF NO: GPT/20/03/01
Directorate: Gauteng Audit Services

SALARY : R470 040 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A National Diploma (NQF 6 as recognised by SAQA) in Internal Auditing/Accounting. 3-5 years’ experience in Internal Auditing. Valid Driver’s License.

DUTIES : Gather background information, Risk Assessment, budget etc. Assist in developing audit objectives & Preliminary scope. Plan assigned project. Determined the resources required for the project and compile a time budget. Allocate tasks appropriately to subordinates. Review audit programmes. Supervise a pool of multi-skilled auditors while on audit. On the job supervision/mentoring, coaching motivating and training of team (Maintain the standards set by the IIA and methodology). Review working papers compiled by the team members. Liaise with team members at the planning, execution and reporting phases of each review. Compile the draft report for sourcing root causes. Imparting knowledge to colleagues and staff. Prepare weekly progress report to be submitted to Deputy Director. Maintain accurate time record. Monitor time and progress on projects and report to Deputy Director. Ensure that all projects are closed off on teammate once the projects are finalised. Appraise and evaluate the performance of the team members and draw up developmental plans.

ENQUIRIES : Mr Sihle Hlomuka Tel No: (011) 227 9000

POST 09/93 : ASSISTANT DIRECTOR: ACCOUNTS PAYABLE REF NO: GPT/20/03/02
Directorate: Financial Governance

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification or National Diploma in Financial/ Management Accounting; 3 - 5 Years’ experience in Accounts Payable Environment; 1 – 2 years’ experience in the Project Management environment; Knowledge of BAS and SAP systems; Previous Government working experience; Computer literate; Knowledge of the supply chain cycle within GPG.

DUTIES : Management of the maintenance of effective relationships with customers P Card and E-Invoicing. To manage the training and support of all P Card, E-Invoicing, EIS (Electronic Invoice Submission) and Web Board users. Checking of the monthly recon of P Card Statements. Supervision of the technical support team. Supervision of the processing team (processing of petty cash; clearing of exceptions/open payment on BAS). Minimize risks and management of adherence to internal controls and procedures. Implementation of Ad-hoc Projects; Implementation of SARS Agent Appointments. User Acceptance testing. Manage and close calls logged on ITSM. Provide accurate reports to Management. Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card and Electronic Invoice Submission (EIS) supplier sessions. Presentation of P-Card and EIS to suppliers. Management of staff. To manage the Accounts Payable automation projects section (E-invoicing, XML, P-Card and Web Board). Manage training of all GPG officials on SAP R3, E-invoicing, web-board and P Card. Manage and close calls logged on ITSM. Manage support given to automated sites. Provide accurate reports to Management/ Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card supplier sessions. Supervise the following up of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card Supplier Inventories. Presentation of P-Card to supplier. User Acceptance testing.

ENQUIRIES : Ms.Baleseng Sedibe Tel No: (011) 227 9000
**POST 09/94** | **PRACTITIONER: SUPPLIER DEVELOPMENT REF NO: GPT/20/03/03**
---|---
Directorate: Provincial Supply Chain Management

**SALARY** | R257 508 per annum (plus benefits)
---|---
**CENTRE** | Johannesburg

**REQUIREMENTS** | A 3-year tertiary qualification (NQF level 6 as recognized by SAQA) in Business Management, Supply Chain Management, Project Management. At least 2 years business experience, preferably with relevant experience in a BEE/supplier development environment. Understanding of the South African marketplace and BBBEE/SMME environment in particular. Broad knowledge of Supply Chain Management.

**DUTIES** | Compilation of BEE reports, classification, monitoring and reporting on supplier BEE status. Assist ASD’s with facilitation of the provision of training and development for BBBEE/SMME suppliers. Compliance with ISO 9001 requirements and maintenance of records pertaining to the unit’s requirements. Assist and support ASD’s with the liaison of external stakeholders (GPG Departments to establish collaborative partnerships that will promote BEE. Assisting with Central Supplier Database (CSD) registration/training. Adhere to operational budget. Manage own improvement.

**ENQUIRIES** | Ms. Linda Ninzi Tel No: (011) 227-9000
**ANNEXURE O**

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL**

**DEPARTMENT OF HEALTH**

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

**OTHER POSTS**

**POST 09/95**

**SENIOR MANAGER: MEDICAL SERVICES**

**REF NO:** RKK M 09/2020 (X1 POST)

**SALARY**

R1 512 009 per annum (All-inclusive salary package)

**CENTRE**

R. K Khan Hospital, Chatsworth

**REQUIREMENTS**

Grade 12 or Senior Certificate. MBCHB Degree Qualification. A minimum of 10 years’ experience in Medical Management after registration with HPCSA. Registration certificate with the HPCSA as a Medical Practitioner. Current Registration with the HPCSA. Recommendation Post-graduate Diploma/Degree in management will be an added advantage. Unendorsed valid Code 08 Driver’s license. Possess sound knowledge of relevant Acts, Policies and Regulations administered by KZN Department of Health. Possess sound knowledge of the District Health System. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature. Have good communication, leadership, decision-making, team building and motivation skills.

**DUTIES**

Ensure the provisions of protocols and guidelines to the Medical and allied Professions Team. Liaise with other health care institutions and the Medical School as and when necessary in consultation with the Head of Department. Formulate policies and procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Manager, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Ensure the proper and economical use of resources both Human and Financial. Ensure continuous monitoring of morbidity and mortality rates through clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Ensure compliance with commuted overtime policy. Formulate strategic plans in keeping with the requirements of the Hospital and the department as directed by the Mission Statement. Ensure that cost effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures. Comply with EPMDS policy in respect of all Managers and HOD under span of control. To deputize as Chief Executive Officer when required.

**ENQUIRIES**

Mrs. C.N.N. Mkhwanazi Tel No: (031) 459 6001

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applications should be submitted on form 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 of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.
NB: Relocation is at your own cost due to financial constraints - No S&T Claims or Relocation Cost to Be Paid

CLOSING DATE : 27 March 2020 16:00 Afternoon

POST 09/96 : MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: GS 13/20

Component – ENT Surgery

SALARY : Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE : Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex

REQUIREMENTS : A Qualification in Health Science Plus Registration with Health Professions Council of South Africa as a Medical Specialist in the relevant discipline

Grade 1: Experience : Not applicable; Registration with the HPCSA as a Medical Specialist.

Grade 2 Experience : 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline

Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline

Proof of current registration with HPCSA as a specialist ENT surgeon

Knowledge, Skills, Experience And Competencies


Management functions - policy analysis and implementation. Strategic management, project management, information management, total quality management and improvement. Legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES : Participate in the delivery of an in-patient and out-patient ENT surgery service within the Pietermaritzburg Metropolitan Hospitals Complex inter disciplinary coordination of the management of ENT pa Hents supervision of the medical officers in rotating through the unit ensuring the highest standards of clinical, professional, and ethical behaviour undertake teaching of undergraduate medical students, medical officers, and allied health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act

Develop management protocols for ENT service in accordance with Provincial, Hospital and Departmental policies; Provide appropriate surgical care to ENT surgery patients, Maintain the effective and efficient utilisation of human resources in respect of; overseeing and supervising ENT surgery staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, recruiting and selecting staff in accordance with government prescripts; assessing performance of ENT surgery staff; allocating ENT surgery personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards, Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate In and co-ordinate all academic and clinical meetings of the ENT surgery department

Participate in the departmental outreach program Participate in and co-ordinate departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields Any other duties as assigned by the Head of Department

ENQUIRIES : Dr V Govindasamy Tel No: (033) 897 3379 Or DR Senast Van Wyk Tel No: (033) 897 3064

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

FOR ATTENTION : Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted:
Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS13/20. 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: 20 March 2020

POST 09/97: MEDICAL SPECIALIST GRADE 1/2/3 OBSTETRICS AND GYNAECOLOGY, REF NO: MED 20/2020 (X3 POSTS)

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
18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements).

CENTRE: Edendale Hospital

REQUIREMENTS:
Grade 12 Certificate, Appropriate qualification in Health Science, Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology, Current practice with the HPCSA as a Medical Specialist (2019-2020). Experience: Grade 1- Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2- Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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. A certificate of service obtained from the HR Department must be attached. Grade 3- Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.

DUTIES: Appropriate diagnosis and management and follow – up of patient at a specialist level. Apply appropriate cost – effective and correct pharmaceutical measures in line with EDL. Appropriate selection and effective rendering of treatment modalities at a specialist level. Maintain clear, concise and legible medical records and ensure that junior staff do likewise. Actively participate in Quality assurance and good governance program of the Hospital. Participate in all academic and clinical meetings of the Department. Any other duties as assigned by the Head of Department. Train medical students/interns/medical officers and other junior personnel. The successful applicant will be required to work at Edendale, Grey’s or Northdale Hospitals as assigned by the Head of Department in consultation with the Hospital Manager. Sound working specialist knowledge of the relevant medical discipline to allow for accurate diagnosis and appropriate management of clinical problems at a specialist level. Sound knowledge of medical ethics.Recommendation: Additional experience in the relevant discipline.

ENQUIRIES: Dr. P. Israel Tel No: (033) 395- 4146
APPLICATIONS: All Applications Should Be Forwarded To: Chief Executive Office
dendale Hospital, Private Bag X 509, Pieterslaer, 3216 N.B: No registered mail and faxed applications will be considered.
FOR ATTENTION: Mr. L. Makhaye
NOTE: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, African Female, Indian Male, Coloured Male.

CLOSING DATE: 20 March 2020

POST 09/98: MEDICAL SPECIALIST GRADE 1/2/3 PAEDIATRICS (PMB METROPOLITAN HOSPITALS COMPLEX) REF NO: MED 21/2020 [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
18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements).

CENTRE: Edendale Hospital

REQUIREMENTS: Grade 12 Certificate, MBCHB Or equivalent qualification, Plus FC Paeds (SA) OR equivalent. Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics OR as a registrar in Paediatrics, Current practice with the HPCSA as a Medical Specialist (2019-2020). N.B. Those candidates who have completed and are completing requirements (i.e. signed Form 57 on MMed, Part 1 & Part 2 CMSA exams) 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 specialist in Paediatrics (independent practice). Experience: GRADE 1- Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. GRADE 2- Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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. A certificate of service obtained from the HR Department must be attached. GRADE 3- Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.

DUTIES: (Will cover clinical skills, performance, training, research and supervision & support). Participate in the provision of 24-hour in- and outpatient Paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey’s and/or Edendale Hospital) as deemed necessary for patient care. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s. Assist with the administration of a component of the Paediatric department in Pietermaritzburg. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University wof KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department. Specialist or Sub-specialist medical knowledge, skills & competence in Paediatrics and child health. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience Research publications, research knowledge, skills & competence Recommendations: Three (3) years’ or more experience as a Paediatrician will be an advantage. Sub-specialist qualifications in line with current disease burden and resources will be an advantage.

ENQUIRIES: Dr. Y. Naidoo Tel No: (033) 395-4176
APPLICATIONS: All Applications Should Be Forwarded To: Chief Executive Officer Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
FOR ATTENTION: Mr. L. Makhaye
NOTE: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, African Female, Indian Male, Coloured Male N.B: No Registered mail and faxed applications will be considered.

CLOSING DATE: 20 March 2020

POST 09/99: MEDICAL SPECIALIST REF NO: GJGM 07/2020 (X1 POST)
Component: Surgery

SALARY:
Grade 1: R 1 106 040 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R 1 264 623 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance:
Grade 3: R 1 467 651 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

CENTRE: General Justice Gizenga Mpanza Regional Hospital (Stanger Hospital)

REQUIREMENTS:
Sound Knowledge and clinical skills in the management of surgical patients including trauma patients. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence. Grade 1 Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Specialist in General Surgery Grade 2 Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Specialist in General Surgery. Grade 3 Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Specialist in General Surgery. Eleven (11) year relevant experience after registration as a Medical Specialist 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.

DUTIES:
Assist the Head of Unit with the following:
- To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas – clinical and customer care (patient perspective) To develop a monitoring and evaluation system with performance indicators, outputs, outcomes and targets in agreement with institutional management. Perform outreach service as designated by the Head of Unit. Develop, maintain and audit the correct the correct implementation of clinical protocols, guidelines, ensuring efficient effective and seamless service delivery process within the hospital and referring and receiving facilities. To promote teamwork and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity. Develop, monitor and evaluate health promotion and health education interventions for the Ilembe District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team members. Manage performance of junior staff within the area of control. Assist with the process to plan, monitor and evaluate the cost effectiveness of services provided. Align clinical service delivery plans and priorities with the hospital plans and priorities. Maintain satisfactory clinical, professional and ethical standards related to the unit. Liaison with heads of other disciplines, management of clinical staff. To provide effective and efficient specialist consultant care service at regional level within the scope of Acceptable and up to date practices in order to contribute to optimal health care. Maintain satisfactory clinical professional and ethical standards related to surgery. Training of medical and nursing staff. Conduct outpatient clinics and provide expert opinion. Provide a support service for hospitals and clinics in Ilembe District. Liaison with other heads of disciplines. Provide specialist services for inpatient, outpatient and after hours services. To perform compulsory commuted overtime in line with hospital needs. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES: Dr ZR Khan (Head of Department Tel No: (082) 4094097/032 437 6157

APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10699, Stanger 4450

FOR ATTENTION: Mr. S. Govender
NOTE: The following documents must be submitted. Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date.

The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 07/2020. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE: 27 March 2020

POST 09/100: DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: RKK M 08/2020 (X1 POST)

SALARY: R1 026 693 per annum (All-inclusive salary package)

CENTRE: R. K Khan Hospital, Chatsworth

REQUIREMENTS:
Bachelor Degree in Pharmacy. Current registration with SAPC plus. Three (3) years’ experience after registration with SAPC as a Pharmacist. Proof of experience signed and stamped by Human Resources Department must be attached. Valid cope EB driver’s licenses. Computer Literacy: MS Office software applications. Extensive knowledge of all the relevant regulations, act policies and legislation that govern KZN Department of Health. Sound project management. Sound knowledge of the District health system and setting. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. Knowledge of medicinal supply and dispensing chain management is essential. Ability to priorities issues and other work related matters. An understanding of the challenges facing the public health sector. Effective planning, organizational, managerial and interpersonal skills.

DUTIES:
To manage the Pharmacy Department at RK Khan Hospital and associated clinics. Formulate policies and procedures of Pharmaceutical services and ensure that they are in accordance with current statutory regulations and guidelines. To provide leadership, management and support all Clinical Heads, Clinical Managers, Allied health professions and all staff under his/her supervision. To conduct service assessment and implement quality improvement programmes. To liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. To ensure rational use of resources, both human and financial. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and department. To ensure that cost effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relation issues in terms of laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Work as part of multi-disciplinary team and lead the Pharmacy and Therapeutic committee and participate in HAST committee. Compile monthly financial and other reports as required by the Chief Executive Officer.

ENQUIRIES: Mrs. C.N.N. Mkhwanazi. Tel No: (031) 459 6001

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

FOR ATTENTION: Human Resource Manager

NOTE: Applications should be submitted on form 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 of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost due to financial constraints - No S&T Claims or relocation cost to be paid.

CLOSING DATE: 27 March 2020 16:00 afternoon

POST 09/101: MEDICAL OFFICER: REF GJGM 06/2020 (X1 POST)
Component: PAEDS

SALARY:
Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance.
Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance:
Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

CENTRE: GJG Mpanza Regional Hospital

REQUIREMENTS:
Knowledge of General management principles of all paediatric and neonatal patients. Good communication skills. Ability to work in a multi-disciplinary team. Resilience and ability to cope with change. Ability to make difference. Grade 1 Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2 Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3 Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

DUTIES:
Clinical paediatric services including ward rounds, outpatient clinic and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards. Perform compulsory commuted overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES: Dr AJ Van Lobenstein (Head Clinical Unit) Tel No: (032) 437 6000
APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger 4450.

FOR ATTENTION: Mr. S. Govender
NOTE: The following documents must be submitted. Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 06/2020. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records,
qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

CLOSING DATE: 27 March 2020

POST 09/102: MEDICAL OFFICER REF NO: GJGM 09/2020 (X2 POSTS)
Component: O & G

SALARY:
- Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhosпитable Allowance
- Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhosпитable Allowance:
- Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhosпитable Allowance

CENTRE:
GJG MPANZA Regional Hospital

REQUIREMENTS:
Experience and ability in dealing chronic, subacute and acute obstetrical and gynecological Problems. Working knowledge of obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting. Ability to resuscitate patients from birth to old age. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a difference

Grade 1 Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner (Certificate of Independent Practice Required from HPCSA)

Grade 2 Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner (Certificate of Independent Practice Required from HPCSA)

Grade 3 Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner (Certificate of Independent Practice Required from HPCSA).

DUTIES:
Clinical duties as per hospital/departmental requirements, including after-hours service. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times; identifying, meeting and surpassing patient’s expectations. Outreach programs. Conduct research. Maintain and continuously improve professional and ethical standards. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES:
Dr Haripersad (Head of Department) Tel No: (032) 437 6000/0845332217

APPLICATIONS:
Applications to be forwarded to: Human Resources Department, The Human Resource Manager GJ Mpanza Regional Hospital, Private Bag x10609, Stanger, 4450.

FOR ATTENTION:
Mr. S. Govender

NOTE:
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form webiste- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy. Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 09/2020. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The
Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 27 March 2020

**POST 09/103** : MEDICAL OFFICER: REF NO: GJGM 08/2020 (X1 POST)
Component: Internal Medicine

**SALARY** :
- Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
- Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
- Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

**CENTRE** :
GJG MPANZA Regional Hospital

**REQUIREMENTS** :
- Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended. **Grade 1** Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner
- **Grade 2** Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner
- **Grade 3** Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Recommendation: ACLS Certification. Knowledge, Skills and Experience Required Sound medical knowledge in Internal Medicine and experience and ability in dealing with chronic, Subacute and Acute Medical condition. Working knowledge of medical protocols, health policies, acts and regulations. Ability to work in a multi-disciplinary team setting. Ability to perform procedures. Ability to resuscitate patients. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make difference. Ability to work in a challenging environment.

**DUTIES** :
Clinical duties as per hospital/ departmental requirements, including commuted overtime. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical patient guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times, identifying, meeting and surpassing patient’s expectations. Conduct research. Maintain and continuously improve professional and ethical standards. Active participation in academic activities. Outreach programmes. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

**ENQUIRIES** :
Dr B Ramjiwan (Head of Department Tel No: (032) 437 6263

**APPLICATIONS** :
Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG MPANZA Regional Hospital, Private Bag x10609, Stanger 4450.

**FOR ATTENTION** :
Mr. S. Govender

**NOTE** :
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified ID Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 08/2020 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be
limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE: 27 March 2020

POST 09/104: MEDICAL OFFICER (FAMILY MEDICINE - PHC) GRADE1-3 REF NO: MO/FAMEDS 01/2020 (X3 POSTS)

SALARY:
Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 - R1 362 366 per annum (all-inclusive package)
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospital Area Allowance (18% of basic salary) Commuted overtime (conditions apply) the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE REQUIREMENTS:
Prince Mshiyeni Memorial Hospital – Orthopaedics

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

DUTIES:
Manage patients with undifferentiated problems in primary care. Render full district health package such as medicine, paediatric, O&G, surgery, psychiatry, HIV & TB management etc at all PHC clinics. Provide accident and emergency health care at all level. Respond effectively to the quadruple burden of disease. Provide ethical, legal, professional, and scientifically sound healthcare. Perform appropriate clinical, communication, and procedural skills. Provide comprehensive, co-ordinated and continuing care (preventative, promotive, curative, rehabilitative and palliative). Manage resources within the context of the multi-disciplinary team and the referral system towards optimal clinical care Use evidence and guidelines to reflect on practice. Assist with clinically related administration. To execute duties and functions with proficiency, to support the aims and objectives of the Department that is consistent with standards of patient care. Accept responsibility for the management of patients. NB: The candidate(s) would be allocated to the various PHC facilities linked to Prince Mshiyeni Memorial Hospital within the eThekwini Health District – Durban South areas.
**ENQUIRIES** : Dr M Aung Tel No: (031) 907 8317/8304
**APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
**FOR ATTENTION** : Mrs TZ Makanya
**NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims.
**CLOSING DATE** : 20 March 2020

**POST 09/105** : ASSISTANT NURSING MANAGER (CRITICAL CARE & TRAUMA) REF NO: RKK/ANM/ 01/2020 (X1 POST)

**SALARY** : R614 991 per annum

**CENTRE** : R. K Khan Hospital – Critical Care and Trauma

**REQUIREMENTS** :
- Grade 1 National Senior Certificate (grade12) Degree/Diploma in General Nursing, Midwifery.
- 1 year Post Basic Qualification in Intensive Critical Care Nursing Science/Trauma Nursing Science. Current registration with S.A.N.C as a General Nurse and Intensive Critical Care Nursing Science/Trauma Nursing Science. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the Critical Care department after obtaining the 1 year post basic qualification in Intensive Critical Care Nursing Science/Trauma Nursing Science. At least 3 years of the period referred to above must be appropriate recognisable experience at management level.
- Degree/Diploma in Nursing Administration will be an added advantage. SANC Receipt for 2020. Certificate of Service endorsed by Human Resource Office.
- Knowledge and experience of Public Service Policies, Acts and Regulations.
- Sound management negotiation, inter-personal and problem solving skills.
- Good verbal and written communication skills. Sound working knowledge of Nursing Management within the specialty. Knowledge of human resource management policies and practices, including recruitment, conditions of service, performance management, training and development and labour relations including disciplinary, grievance and secondment processes/procedures. Computer literacy and information management. Basic financial management skills.

**DUTIES** :
- Ensure the provision of Nursing Care through adequate supervision in the ICU, CCU and Trauma units. Ensure the efficient and effective control of surgical sundries, pharmaceuticals equipment and miscellaneous stores. Ensure that all nursing staff are aware and adhere to the relevant Acts/prescripts applicable within the nursing environment, and that staff welfare is maintained.
- Participate in the analysis, formulation and implementation of nursing policies and procedures. Monitor nursing interventions to assess whether professional standards are being observed. Support and educate staff to assess the quality and effectiveness of nursing services and develop plans for continuous improvement. Inspect the work environment to ascertain whether conditions and practices are conducive to quality patient care and where this is not being achieved to institute corrective action. To deploy all nursing resources, within area of control, to best effect to ensure the highest standard of nursing care.
- Conduct performance appraisals on nursing and support staff and institute necessary developmental interventions. Ensure that policies and practices governing conditions of service of nursing staff, including leave and exits, are adhered to. Ensure that all Financial Management and Human Resource Management policies, processes and practices are adhered to. Promote positive teamwork with other stakeholders and engage in problem solving and conflict management for quality service delivery. Deal with grievances and labour relations issues in terms of the laid policies/procedures i.e. manage workplace discipline.

**ENQUIRIES** : Mrs.C.Z.L Simelane (Nursing Manager) Tel No: (031) 459 6030
**APPLICATIONS** : Human Resource Department, R K Khan Hospital Private Bag x 004. Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department 2nd floor Recruitment Officer.
**FOR ATTENTION** : Human Resource Manager
**NOTE** : Applications should be submitted on form Z83from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of
certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost due to financial contraints - No S&T Claims or Relocation Cost to be paid.

**CLOSING DATE**: 27 March 2020 16:00 Afternoon

**POST 09/106**: OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: EMP11/2020 (X2 POSTS)

**Component**: Night Duty Services

**SALARY**: Grade 1: R562 800 - R652 432 per annum. Other Benefits: 8% In-Hospitable Allowance, 13th Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional)

**CENTRE**: Empangeni

**REQUIREMENTS**: Degree/Diploma qualification that allows registration to General Nursing & Midwifery, Post basic qualification in Advance Midwifery with a duration of at least 1 year, accredited with the SANC, Registration Certificate with South African Nursing (SANC), Current registration (2020) with South African Nursing Council (SANC), Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC, at least 5 years of the period referred to must be appropriate/recognizable experience in Maternity after obtaining the 1 year post basic qualification in Advance Midwifery. Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing Legislation and related legal and ethical nursing practices. Problem solving and negotiation skills, Knowledge of SANC rules and regulations, Knowledge of nursing care processes and procedures, nursing statues and other relevant legal frameworks, Knowledge of Code of Conduct and Labour Relations, Knowledge of Batho Pele Principles and patients’ rights charter, Basic understanding of Human Resource and Finance Policies, Good communication and leadership skills, Basic computer literacy as a support tool to enhance service delivery. Team building and diversity Management skills. Good Leadership Skills.

**DUTIES**: Supervise the hospital during the night, Do rounds throughout the hospital, Demonstrate effective communication with patients, visitors, supervisors, and other health professionals and junior colleagues, Work as part of multi-disciplinary team at hospital level to ensure good nursing care by the nursing team. Work effectively at a supervisory level with persons of diverse intellectual. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the hospital adheres to principles of Batho Pele. Monitor and evaluate staff performance in terms of EPMDS. Ensure proper utilization of resources and exercise care over government properly. Ensure staff development and updates on current changes in client’s management. Implementation and management of Infection control and prevention protocols. Ensure effective and harmonious management of the hospital during the night. Ensure smooth running of all processes during the night including support services e.g. Blood Bank Laboratory, Cleaning, Security, transport, etc. Ensure adequate staff coverage and distribution where need be. Manage all complaints in an amicable manner.

**ENQUIRIES**: Miss EPCN Mtshali Tel No: (035) 907 7005

**APPLICATIONS**: All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

**FOR ATTENTION**: Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011/Mrs BW Ntsele 035 9077020/21

**NOTE**: All 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. The Z83 form 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 Z83. A recent, comprehensive
CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determined by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications 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, Resettlement & relocation claims will not be processed.

CLOSING DATE
: 25 March 2020

POST 09/107
: OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHMOB 03/2020 (X1 POST)

SALARY
: R562 800 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

CENTRE
: ST Andrews Hospital – Mobile PHC

REQUIREMENTS
: Diploma/Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate/recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. 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, holistic, 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 EPMDS. 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 VV Ncume Tel No: (039) 433 1955 Ext 286

APPLICATIONS
: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION: Human Resource Manager
NOTE: People with Disabilities and African Male are encouraged to apply.
CLOSING DATE: 20 March 2020

POST 09/108: CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: (MBO 05/2020)

SALARY: R444 276 per annum plus benefits 13th cheque, medical aid (optional) and housing allowance (employee must meet prescribed conditions).
CENTRE: Mbongolwane District Hospital

DUTIES: Ensure functionally of all clinical governance structures. Facilitate the assessment of PEC, Norms and standards, waiting time, risk assessment, ICRM, Ideal Hospital (HRM). Facilitate the development of QIP and monitor the implementation and process report. Ensure the effective and efficient utilization of resource. Plan, direct and co-ordinate quality assurance programs. Work as a part of a multi-disciplinary team to ensure good quality care by the nursing, medical, allied, non-clinical team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the hospital and clinics. Promote quality culture within the hospital and clinic. SOP/Policy development, assist implementation and monitoring.

ENQUIRIES: Mrs AS Maphumulo Tel No: (035) 4766242 ext. 204
APPLICATIONS: should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3820 or hand deliver to Mbongolwane District Hospital.

FOR ATTENTION: Human Resource Practices
NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver’s License – 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. Please note that No Faxed, E-mailed or late application will be accepted and considered.

CLOSING DATE: 20 March 2020

POST 09/109: CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL PRACTITIONER REF NO: ITSH 3/2020 (X1 POST)

SALARY: R444 276 per annum, other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
CENTRE: Itshelejuba Hospital
**REQUIREMENTS**: Degree/National Diploma in general Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery proof of payment, minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional nurse with SANC as a General Nurse and Midwifery, NB: Proof of current and previous experience endorsed by Human Resource office must be attached. Recommendations, Diploma in infection control, valid code 08 drivers’ license and Proof of computer literacy (certificates to be attached) Knowledge, Skill, And Competencies Required: good management and analytical skills good communication leadership and interpersonal skills ability to work in a team knowledge of all relevant prescripts, i.e. provincial heath 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 higher standard of infection control is maintained, advise the hospital management of all identified infection control risks and recommendation there of protocols and that these are implemented to ensure that all department 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 current ipc practices, provide effective and efficient infection control services in the institution, ensure that written sop and procedures for infection control services are reviewed and implemented, plan the budget or infection control department and exercise control over utilization of such a budget, review outbreak of infections and advice on how outbreaks can be managed and prevented, ensure that disease surveillance is done in the sub district, report on the incidence and prevalence of alert organisms and communicable diseases to the district CDC coordinator, conduct audits in all wards and clinics, facilitate notification of disease using the current methods, Compile monthly report and submit to the management and the district, develop and conduct orientation programme on infection prevention and control and oversee the development of operational/business plan to give strategic guidelines.

**ENQUIRIES**: should be directed to Mrs TG Msibi Tel No: (034)-4134000

**APPLICATIONS**: must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

**NOTE**: An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, eg ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

**CLOSING DATE**: 20 March 2020

**POST 09/110**: DIAGNOSTIC RADIOGRAPHER: GRADE 1/2/3 REF NO: HRM 07/2020 (X1 POST) Directorate: X-Ray Dept- Ultrasound

**SALARY**: Grade 1: R395 703 - R452 445 per annum
Grade 2: R466 119 - R532 959 per annum
Grade 3: R549 066 - R591 510 per annum
13th Cheque, Medical Aid (Optional), Home Owner Allowance on Application Employee Must Meet Prescribed Requirements

**CENTRE**: King Edward VIII Hospital complex

**REQUIREMENTS**: National Diploma in Ultrasound/Bachelor’s degree in Technology: Ultrasound, registration with HPCSA as a Diagnostic Radiographer (Ultrasound), proof of...
current registration with HPCSA as a Diagnostic Radiographer (Ultrasound) (2019/2020) Grade 1 A minimum of 5 years relevant experience after registration with HPCSA as an ultrasound radiographer Grade 2 A minimum of 10 years relevant experience after registration with HPCSA as an ultrasound radiographer Grade 3 A minimum of 20 years relevant experience after registration with HPCSA as an ultrasound radiographer Recommendation: Computer Literacy, Experience performing high risk Obstetric and anomaly scans, Pediatric scans as well as reporting on difficult pathology Knowledge, Skills, Training And Competencies Required: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures, basic knowledge of equipment use and troubleshooting, sound report writing and administrative skills and computer literacy, knowledge of relevant Health and Safety Acts and Infection Control measures, good communication, interpersonal relations and problem solving skills.

DUTIES: Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: Gynecological scans with complicated pathology, Pediatric and detailed Obstetric anomaly scans, provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment, willingness to participate in shift and standby duties including night, weekends and public holidays when need arises, provide assistance, supervision and training to junior staff and students, promote good health practices and ensure optimal care of the patient, execute all clinical procedures competently to prevent complications, participate in quality improvement programs, standard operating procedures, in-service training and National Core Standards.

ENQUIRIES: Mrs. P. Nzama Tel No: (031) 3603479

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE: 20 March 2020

POST 09/111: 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 REQUIREMENTS: Charles Johnson Memorial Hospital

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/recognisable experience after registration as a Professional Nurse in General Nursing. **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 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. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

**DUTIES:**
Implement and advocate for 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. 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**
20 March 2020

**POST 09/112**
PROFESSIONAL NURSE SPECIALITY (ORTHOPAEDICS) REF NO: CJMH 04/2020

**SALARY**
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits 13th Cheque, medical aid (optional) Housing allowance (employees must meet prescribed requirement). 12% Rural Allowance

**CENTRE**
Charles Johnson Memorial Hospital

**REQUIREMENTS**
Diploma/Degree in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS a post Basic qualification in Orthopedics Nursing with a duration of at least one year
accredited with SANC. Current registration with the SANC as General Nurse and relevant Specialty (2020 receipt) Grade 1 Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a professional nurse with the SANC in General Nursing Grade 2 Experience: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a 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 one (1) year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies Required Knowledge of nursing care processes and procedures. Sound knowledge of scope of practice. Problem solving skills. Knowledge of Batho Pele and Patients charter principles. Good communication skills - verbal written. Knowledge of SANC rules and regulation and other relevant public service legislations, prescripts and policies.

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

ENQUIRIES : Ms. L.M. Ntuli 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 : 20 March 2020 16H00
POST 09/113 : PROFESSIONAL NURSE – SPECIALTY (MATERNITY) REF NO: EGUM 01/2020 (X1 POST)

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th cheque/service bonus plus rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE : Institution: E G & Usher Memorial Hospital – Kokstad

REQUIREMENTS : Matric or senior certificate. Diploma/Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certificate of Registration. Proof of current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2019). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse with Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Grade 2: A minimum of
14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate/recognizable experience in the specific specialty after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training And Competencies

Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act, Patient’s rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.

**DUTIES**

Provision of optimal, holistic specialized nursing care in Maternity with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for infection prevention and control. Monitor and report patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

**ENQUIRIES**

Mr. M.J. Mbalu Tel No: (039) - 797 8104

**APPLICATIONS**

Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Fax applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGU 05/2017. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome 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). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews

**NOTE**

Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews

**CLOSING DATE**

20 March 2020 at 16H00 afternoon
POST 09/114 : CLINICAL NURSE PRACTITIONER [GATEWAY CLINIC] REF NO: NMH/CNP/2020 (X1 POST)

SALARY : Grade 1: R383 226 – R444 276 per annum Rural allowance 8%
           Grade 2: R471 333 – R579 696 per annum Rural allowance 8%

CENTRE : Niemeyer Memorial Hospital (Gateway clinic)

REQUIREMENTS : Std 10 or Grade 12 certificate Registration with SANC as general nurse and primary care nurse Diploma in general and midwifery plus one year post basic qualification in clinical Nursing, health assessment treatment and care PHC plus 4 years appropriate recognizable experience as General Nurse. Proof of current and previous work experience endorsed and stamped by Human Resources. Grade 1 Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate Grade 2: Experience minimum of 14 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate/recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training and Competences Required: 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 programme nursing care processes and procedures nursing statutes and other related legal framework. Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge nursing act health act occupational health and safety act Interpersonal skills Leadership communication both Zulu and English skills Decision making and problem solving.

DUTIES : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM).Provide support to CSO in the implementation Health Patient Appointment System and pre-retrieval of patient files (HPRS).Provide quality and complete patient information in the Health Patient records Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme Implement Provider counseling and testing Implement Universal testing and treat as per guideline Implement and achieve individual targets linked to 90-90-90 strategy Increase Positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recension in care Participate in the Maternal, Child Women’s health programme to achieve targets linked to the programme indicators. Participate in the achievement of couple year protection (Insertion of Long Acting Reversible Contraceptive Method) Perform cervical cancer screening as per cervical cancer screening policy Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme Participate in quality, monitoring and evaluation of PHC programme Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care : Patient complaints, Safety incidence and Patient Experience of care and Waiting times Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timely submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

ENQUIRIES : Mrs. KB Moloi Tel No: (034) 331 3011
APPLICATIONS: Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: (034) 313011

FOR ATTENTION: Mr. AN Mange

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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.

CLOSING DATE: 20 March 2020

POST 09/115: PROFESSIONAL NURSE SPECIALTY – (MARTENITY) GRADE 1 TO 2 REF NO: GJGM 37/2019 (X2 POSTS)

Component: Maternity
Re-advertisement

SALARY:
Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE:
GJG Mpanza Regional Hospital

REQUIREMENTS:
Grade 1 Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2020 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2 A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

DUTIES:
Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management.
Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.

ENQUIRIES:
Mrs D.S Khanyezi (Assistant Nursing Manager O&G) Tel No: (032) - 437 6040

APPLICATIONS:
Applications to be forwarded to: The Human Resource Manager, GJGM Hospital, Private Bag x10609, Stanger 4450

FOR ATTENTION:
Mr. S. Govender (Human Resource Manager)

NOTE:
Directions to Candidates: The following documents must be submitted,
Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM17/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the Post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE: 20 March 2020

POST 09/116: PROFESSIONAL NURSE SPECIALTY – OPHTALMOLOGY GRADE 1 TO 2
REF NO: ST 14/2019 (X1 POST)
Component: Opthalmology
Re-advertisement

SALARY:
Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
Employee must meet prescribed policy requirements

CENTRE:
GJG Mpanza Hospital

REQUIREMENTS:
Diploma or Degree in General Nursing AND Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse Plus Registration with SANC as a Professional Nurse. Post basic Diploma Nursing Qualification in Relevant Speciality (Opthalmology) with duration of one year accredited with SANC. Proof of current registration (2019 receipt) proof of current registration (2019 receipt) proof of current/previous work experience endorsed and stamped by HR must be attached. Experience: Grade 1: A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional 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 referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post – Basic qualification in relevant specialty. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

DUTIES:
Assist in planning/organizing and monitoring of the objectives of the specialized
Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover rounds. Do readjustments as required on the shift to provide adequate nursing cover. Assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Assist in evaluation of staff on work performance – according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse to the nurse manager. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders, procurement and the policy regarding revenue generation, e.g. UPFS. Order and monitor appropriate levels of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Give budget inputs regarding consumables and equipment budget for financial year. Exercise the control functions to meet medical/legal obligations, i.e. weekly schedule drugs control, control of medication used. Check ward dispensary. Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff. Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on job training.

ENQUIRIES
Mr S.W Dlamini (Assistant Manager Nursing) Tel No: (032) 437 6183

APPLICATIONS
Applications to be forwarded to: Human Resources Registry Department
Postal address: The Human Resource Manager, GJG Mpanza Hospital, Private Bag x10609, Stanger 4450 Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION
Mr. S. Govender (Human Resource Manager)

NOTE
Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM17/2019 NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE
20 March 2020

POST 09/117
CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 2 /2020

SALARY
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits
13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance

CENTRE
Gamalakhe CHC

REQUIREMENTS
STD 10 Certificate/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2020 Receipt) Previous and current proof of experience endorsed by
Human Resource must be attached (with complete dates, months and year) Experience:-

**Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Report writing skills, and time management skills, good communication, interpersonal relations, counseling and conflict management skills Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs Knowledge of HIV/AIDS plus TB programme.

**DUTIES**

Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services 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. Execute disciplinary code and grievance procedure at his/her level. Assist in conducting orientation and induction to all new staff members. Implement and maintain clinical competencies to ensure scientific of nursing process, policies and standards are maintain. Ensure that all administrative functions required in the component are performed to the required standards including performance management development system (EPMDS) Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account including. Ability to handle obstetric and emergencies and high risk conditions and advocate for Nursing Professionalism and Ethics Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in clinical records audits, PPIP and CHIPP as well as conducting ESMOE drills. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO’s, other governmental departments.

**ENQUIRIES**

Mrs P N Kuboni Tel No: (039) 318 1113

**APPLICATIONS**

Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249.

**FOR ATTENTION**

Human Resource Department

**CLOSING DATE**

20 March 2020

**POST 09/118**

**ASSISTANT DIRECTOR: HRM REF NO: MURCH 01/2020 (X1 POST)**

**SALARY**

R376 596 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE**

Murchison Hospital

**REQUIREMENTS**

Matric (grade12). 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) drivers license. Proof of current and previous work experience endorsed and stamped by Human Resources Manager. Recommendations: Knowledge of Persal System and Computer literacy (MS Word, MS Excel, MS PowerPoint) Knowledge, Skills And Competencies: 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 (verbal and written) skills.

**DUTIES**

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 that 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 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 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 conform 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: Mr. RE Manyokole Tel No: (039) 6877311 ext. 122
APPLICATIONS: All Applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital.

NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 1/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE: 20 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: 20 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 09/119**

**CHIEF DIRECTOR:** STRATEGY AND SYSTEMS  
**REF NO:** DSD01/02/2020HO  
(Re-advertisement)

**SALARY**

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

**CENTRE**

Head Office

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Public Administration/ Public Management/Social Sciences (NQF Level 7); A minimum of 5 years’ experience at a senior managerial level in strategy and planning environment; A valid driver’s license. Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Public Service Act and Regulations; Labour Relations Act and Relevant Regulations; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Employee Performance Management and Development System; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. 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**

Ensure the provision of integrated analysis and policy coordination services; Manage institutional performance assessment and programmes evaluation services; Manage and implement organizational development, change management and service delivery; Manage the provision of communication services and stakeholder management; Manage and facilitate the provision of information communication and technology management services; Provide leadership and strategic direction to the Chief Directorate and inputs to the Department strategy; Manage the resources of the Chief Directorate.

**ENQUIRIES**

Mr SG Ngubane Tel No: (033) 348 5518

**POST 09/120**

**DIRECTOR:** YOUTH AND WOMEN DEVELOPMENT  
**REF NO:** DSD02/02/2020HO

**SALARY**

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

**CENTRE**

Head Office

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Community Development/Development Studies/Social Sciences (NQF level 7); A minimum of 5 years’ experience at a middle/senior managerial level in the community development environment; A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Policy analysis and Development; Skills Development Act; National Skills Development Strategy; Labour Relations Act; Research Methodology; Public Finance Management Act; Treasury Regulations; Community Development; Community Outreach; Youth Development Policy; National Development Plan; Provincial Growth and Development Plan; Millennium Development goals; Service Delivery Frameworks; Social dynamics of KwaZulu Natal communities; 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 and monitor socio-economic development programmes for youth; Manage and monitor socio-economic development programmes for women; Manage and monitor the implementation of life and vocational skills.
development and empowerment; Manage the development and implementation of youth and women development policies and strategies; Manage resources of the directorate.

ENQUIRIES:
Dr FMD Xaba Tel No: (033) 264 2172
ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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 : 23 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 09/121 : ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE POLICY AND MINIMISATION REF NO: EADP 05/2020

SALARY : Grade A: R272 739 - R302 691 per annum (as per applicable OSD prescripts)
Grade B: R318 267 - R353 226 per annum (as per applicable OSD prescripts)
Grade C: R373 209 - R473 574 per annum (as per applicable OSD prescripts)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Natural or Physical Sciences, Environmental Sciences or Engineering; A valid code 08 (EB) driving license. Recommendations: Experience in the following: Environmental field; Waste minimisation. Competencies: Knowledge of the following: Environmental management; Waste management; Environmental legislation, policies and regulations; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word and PowerPoint); Excellent report writing skills; Planning and organisational skills.

DUTIES : Assist with the execution of programmes and projects related to the implementation of waste minimisation strategies; Assist with capacity building and awareness programmes regarding waste minimisation; Monitor compliance and enforce relevant statutory provisions with regards to the National Environmental Management Waste Act; Assist with general planning and organizing activities related to projects; Handle enquiries pertaining to waste management problems and matters related to the component’s objectives; Provide advice on technical reports, including environmental impact assessment reports and comment on relevant draft legislation and policies.

ENQUIRIES : Ms B Langenhoven at Tel No: (021) 483 2971

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 09/122 : REGISTRAR (DENTAL)
(4 Year Contract)
Chief Directorate: Metro Health Services

SALARY : R821 205 per annum (A portion of the package can be structured according to the individuals’ personal needs).
CENTRE: Oral Health Services

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Practitioner: Independent Practice. BChD or equivalent Bachelor's Degree in Dentistry. Registration with a professional council: Registration with the HPCSA as a Dental Practitioner or Candidates who are deemed as “registrable” may also apply. The appointment of successful applicants will only be effected once proof of application for registration or the proof of registration is provided. Experience: Appropriate 2 years’ experience as a Dentist after registration as an Independent Practitioner. Inherent requirement of the job: A valid (Code B/EB) driver’s license. All applicants must be South African citizens or permanent residents. Participation in the commuted overtime system may be required depending on the service requirements. Registrars will be required to register as postgraduate students with the University of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES:
Administration duties as determined by the Head of Department. Completion of the 4 years (48 months) academic requirements for MChD Degree at UWC. Rendering of service and research on combined platform as determined by the Head of department. Undergraduate teaching and training on the platform of Oral Health Centre (includes satellite clinics) as required by the Head of department.

ENQUIRIES:
Dr DA Smit Tel No: (021) 937-3148

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE:
No payment of any kind is required when applying for this post. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression.

CLOSING DATE:
27 March 2020

POST 09/123:
REGISTRAR: PSYCHIATRY
(4-Year Contract)
Chief Directorate: Metro Health Services

SALARY:
R821 205 per annum (A portion of the package can be structured according to the individuals' personal needs).

CENTRE:
Valkenberg Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner: Independent Practice. Registration with a professional council: Registration with the HPCSA as Medical Practitioner or Candidates who are deemed as “registrable” may also apply. The appointment of successful applicants will only be effected once proof of application for registration or the proof of registration is provided. Recommendation: Appropriate clinical experience in Psychiatry. A Diploma in Mental Health or at least one component of the FCPsych (SA) Part 1 /MMed (Psych) Part 1. Inherent requirement of the job: A valid driver’s licence (Code B/EB). Registrars will be required to register as postgraduate students with the Stellenbosch University/University of Cape Town/University of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. Willingness and ability to participate in overtime duty roster as required at placement. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES:
To provide psychiatric services to in- and outpatients of designated service area where placement as well as assigned district and primary level clinical duties. Clinical and corporate governance duties as pertain to services provide at current placement. Contribute to the teaching and training of Faculty of Health Sciences undergraduate students. To provide supervision and in-service training to junior colleagues and other staff. Fully participate in the
academic activities of the designated university as required per regulations to achieve the MMed (Psych)/FCPsych qualification.

**ENQUIRIES**: University of Stellenbosch (US): Dr L Asmal Tel No: (021) 938-9623; University of Cape Town (UCT): Dr N Dyakalshe Tel No: (021) 826-5863.

**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. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions.

**CLOSING DATE**: 20 March 2020

**POST 09/124**: MEDICAL SPECIALIST (SUB-SPECIALTY: PULMONOLOGY 5/8TH POST) (X2 POSTS)

**SALARY**: Grade 1: R802 251 per annum
Grade 2: R917 283 per annum
Grade 3: R1 002 987 per annum
(A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**: Groote Schuur Hospital, Observatory

**REQUIREMENTS**: Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialty) in Pulmonology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialty) in Pulmonology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist (Sub-specialty) in Pulmonology. Grade 2: A minimum of 5 years’ appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Pulmonology. Grade 3: A minimum of 10 years’ appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Pulmonology. Competencies (knowledge/skills): Appropriated clinical experience in pulmonology and research experience. An Academic background and an active research interest. Experience in General Internal Medicine and Intensive Care Medicine. Experience teaching and training. Good administrative ability and communication skills.

**DUTIES**: Render a comprehensive and skilled clinical service at sub-specialist level in Pulmonology supervising clinics and providing a consultative service in E16 Respiratory Clinic. Fulfilling academic roles of teaching and training and research. Supervision of undergraduates and postgraduates. Carrying out administrative functions for the Division of Pulmonology and E16 Respiratory Clinic. Provision of services of General Medicine and the Intensive Care Unit when appropriate.

**ENQUIRIES**: Prof K Dheda Tel No: (021) 404-7654

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

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

**CLOSING DATE**: 20 March 2020

**POST 09/125**: ASSISTANT MANAGER NURSING (SPECIALTY UNIT: EMERGENCY SERVICES, THEATRE AND PSYCHIATRY)

**CHIEF DIRECTORATE**: Metro Health Services

**SALARY**: R614 991 per annum (PN-A7)

**CENTRE**: Khayelitsha District Hospital

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South
African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Trauma and Emergency or Medical and Surgical Nursing Science: Operating Theatre Nursing or Advanced Psychiatry Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B EB) driver’s licence. Willingness to work shifts, public holidays, after- hours, do standby duties and relieve night shift managers as required. Willingness to act in Head of Nursing portfolio during her absence. Competencies (knowledge/skills): Quality Assurance/Risk management. Human Resource, Finance and Change management. Decision- making, problem- solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word, Excel and PowerPoint). Negotiation, facilitation and communication skills.

**DUTIES**

Coordinate, supervise and control nursing services in the units (Emergency Centre, Acute Psychiatry Unit, Theatre and CSSD and the Thuthuzela Forensic Unit) under your control. Ensure the provision of optimal, holistic, specialised nursing in the units mentioned above, within set standards and a professional legal framework. Ensured that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the execution of quality care and sound financial management. Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self- development. Provide effective support to nursing services and hospital management.

**ENQUIRIES**

Ms G Mashaba Tel No: (021) 360-4511/4408

**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.

**CLOSING DATE**

27 March 2020

**POST 09/126**

OPERATIONAL MANAGER NURSING (SPECIALTY) (OPERATING THEATRE COMPLEX AND CSSD)

Chief Directorate: Metro Health Services

**SALARY**

R562 800 per annum (PN-B3)

**CENTRE**

Mowbray Maternity 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 Professional Nurse. A post basic qualification in Operating Theatre Nursing Science with a duration of at least one year, accredited with SANC. Registration with a professional council: Proof of registration with the SANC as Professional Nurse with the proof of current registration i.e. annual licensing receipt for 2020. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to do after hours and cross coverage. Willingness to work shifts, weekends and public holidays and night duty when required. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Computer literacy (MS Word and Excel). Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to nursing within the Public Sector.

**DUTIES**

Coordinate the provision of training and research effectively. Execute the duties of a surgical scrub sister with regard to all surgical specialties to ensure...
a high standard of patient care. Manage the utilization and supervision of all resources effectively including control of the Central Sterilisation Unit. Provision of effective support to nursing services and Hospital Management and maintain professional growth/ethical standards, self-development and develop required standards of infection control. The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care including peri-operative Health Care within standards and a professional /legal framework.

ENQUIRIES : Ms M. Holland Tel No: (021) 659-5550
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 March 2020

POST 09/127 : THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME COORDINATOR GRADE 1 (RADIOGRAPHIC PACS/RIS)
Garden Route District

SALARY : R466 119 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Registration with the council: Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Inherent requirements of the job: Willingness to perform radiographic duties during normal hours at both the CDC’s and Knysna Hospital and all hours at Knysna Hospital as well as being on call. Valid (Code B/EB) driver’s licence and willingness to travel. Willing to commence PACS/RIS specific training when available. Competencies (knowledge/skills): Experience in the Information Technology and medico legal risks. Detailed knowledge of Medical Imaging procedures and equipment. Knowledge of PACS/RIS Systems, solutions and applicable international standards (DICOM, IHE, HL7). Knowledge of medico legal risks, CR and Digital imaging modalities and medical imaging workflow.

DUTIES : Control and participate in delivering optimal diagnostic imaging. Manage and support all technical aspects of PACS/RIS and teach and train all categories of staff. Monitor the effective and efficient functioning of PACS/RIS within the imaging department. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. An efficient and effective support service to the PACS/RIS Administrator, Provincial Radiographic PACS/RIS co-ordinator and other digital Radiographic departments within your geographical area with regards to PACS/RIS services. Manage the project when implementing the PACS solution or any upgrades and change to the solution. Manage accessibility of images at Knysna Hospital and at all clinics in Knysna/Bitou district. Perform radiographic imaging as operational need requires.

ENQUIRIES : Dr A Brink Tel No: (044) 302-8400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply.
CLOSING DATE : 20 March 2020

POST 09/128 : CLINICAL PROGRAMME COORDINATOR: COMPREHENSIVE HEALTH SERVICE
Overberg District

SALARY : R444 276 per annum (PN-A5)
CENTRE : Cape Agulhas 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 Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain
DUTIES: Co-ordination and implementation of the sub-district, with regards to HIV/AIDS/STI/TB services and establishing service linkages with integrated management of Chronic Conditions, First 1000 days strategy, Adolescent, Women and Men’s health services. Provide oversight, supervision and support to health facilities in respect of the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Management Component in skills development and training to support integrated health services provision, e.g. NiMART and PACK. To strengthen and coordinate internal and external interface management with stakeholders, included. NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of programme goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.

ENQUIRIES: Ms GJ Van der Westhuizen Tel No: (028) 514-8400

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE: 20 March 2020

POST 09/129: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)
Chief Directorate: Rural Health Services

SALARY: Grade 1: R383 226 per annum (PN B1)
Grade 2: R471 333 per annum (PN B2)

CENTRE: George Regional 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. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current annual registration with SANC for 2020. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in an Operating Theatre Unit after obtaining the 1 year post-basic qualification referred to above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.

DUTIES: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional
growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES: Ms J Ehlers Tel No: (044) 802-4356/7
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post. “Candidates who are not in possession of the 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 09/130: CONTROL LAUNDRY MANAGER (X2 POSTS)
Chief Directorate: Metro Health Services
Directorate: Facilities Management Hub

SALARY: R376 596 per annum
CENTRE: Tygerberg Laundry (X1 Post)
Lentegeur Laundry (X1 Post)

REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/Degree (or equivalent qualification). Experience: Appropriate management experience in processing in a hospitality environment. Management experience in the laundry and linen environment will be to your advantage. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Excellent verbal and writing communication skills in at least two of the three official languages of the Western Cape. Motivational and leadership skills. The ability to mentor, support and encourage people. Good understanding of the production or processing environment. Sound knowledge and understanding of the Public Finance Management Act and Public Procurement procedures.

DUTIES: Manage the provision of an effective and efficient laundry services at Tygerberg Laundry. Manage the technical work performance and staff training. Ensure cost effective in-house laundry services. Monitor and control expenditure of the laundry. Monitor the control of linen stocks at the laundry. Provide technical input and advice management.

ENQUIRIES: Mr A Jantjies Tel No: (021) 918-1702
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE: 20 March 2020

POST 09/131: ARTISAN FOREMAN: GRADE A (ELECTRICAL)
Chief Directorate: Rural Health Services

SALARY: R304 263 per annum
CENTRE: Worcester Regional Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: Grade A: 5 years post qualification experience as an Artisan required. 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.
DUTIES: Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Management of budget and expenditure. Manage risks according to the OHSA Act. Management of Human Resources.

ENQUIRIES: Mr C van der Westhuizen, Tel. No: (023) 348-1100

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.

CLOSING DATE: 20 March 2020

POST 09/132: PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CLINICAL NURSE TRAINING)
Cape Winelands Health District

SALARY: Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum
(Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE: Brewelskloof Hospital, Breede Valley Sub district, Worcester

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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General nursing. Inherent requirements of the job: A valid driver's licence (Code B). Willingness to perform operational duties (overtime, night duty and work shifts) if operationally required. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team (externally and internally). Relevant knowledge, skills and experience in training, experience in the preparation and sourcing of training, practical accompaniment and Computer literacy in the MS Office Package. Knowledge of the Skills Development Act, Skills Development Strategy and policies and practices related to Skills Development and ability to mentor and coach. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES: Co-ordinate and facilitate the development of learning opportunities for all nursing personnel. Co-ordinate and facilitate in-service training and updating of skills. Complete training stats and Involvement in training programmes in conjunction with Human Resources Department and liaise with training providers. Involvement in training programmes in conjunction with Human Resources Department. Utilise human and financial resources effectively. Evaluate and assess the competencies and skills of nursing personnel.

ENQUIRIES: Ms A Klaasen Tel No: (023) 348-1311

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

NOTE: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. 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: 27 March 2020

POST 09/133: ADMINISTRATION CLERK: SUPPORT
Garden Route District

SALARY: R173 703 per annum

CENTRE: Dysseldorp CDC, Oudtshoorn Sub-district
**REQUIREMENTS**
Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate Administrative experience in a Health Facility. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team. Knowledge in PHCIS. Computer literacy and data capturing.

**DUTIES**
(key result areas/outputs): Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring and stock control. Act responsible with regard to service ethics, norms and standards. Responsible for handling of patient enquiries in an effective manner.

**ENQUIRIES**
Ms C Engelbrecht, Tel No: (044) 251 6013

**APPLICATION**
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

**CLOSING DATE**
20 March 2020

**POST 09/134**
HOUSEHOLD AID (WASTE DEPARTMENT)

**SALARY**
R102 534 per annum

**CENTRE**
Red Cross War Memorial Children’s Hospital, Rondebosch

**REQUIREMENTS**
Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate waste management experience in a hospital setting. Inherent requirements of the job: Compulsory shift work, flexible hours, weekends, and public holidays. Physical, mentally and emotionally fit to provide an essential service. Competencies (knowledge/skills): Ability to participate and work as part of a team. Maintain effective relationships with staff, patients and public. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
Effectively deliver environmental hygiene. Perform the internal transportation, handling and disposal of waste. Aiming to meet waste reduction and recycling targets. Ensure the correct and safe waste methods of waste segregation, storage, transport, and disposal of waste. Ensure that waste is collected in the prescribed containers at the point of generation. Collection of all types of waste. Maintain good hygienic control over instruments and trolleys. Ensure that all waste areas are kept neat and tidy and locked when not in use. Ensure 100% compliance in terms of NCS. Assist with the supervision of waste outsourced service provider. Ensure that boxes are weighted correctly according to weight limit. Ensure that boxes are sealed correctly because of cross infection. Ensure record keeping. Maintain protective clothing code.

**ENQUIRIES**
Ms S Cupido Tel. No: (021) 658-5452

**APPLICATIONS**
To Chief Executive Officer: Red Cross Children’s Hospital, Klipfontein Road Rondebosch 7701.

**FOR ATTENTION**
Ms T Nqola

**CLOSING DATE**
27 March 2020