1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy(vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

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

NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates.

Applications must be submitted on a signed Z.83 form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, certified copies of ID and qualifications, as well as SAQA verification report for foreign qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

The below post is a senior Management post. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments:

- Management competencies: Strategic capacity and leadership.
- People management and empowerment.
- Advanced programme and project management.
- Change management.
- Financial management.
- Knowledge management.
- Service Delivery Innovation.
- Advanced problem solving and analysis.
- Client orientation and customer focus.
- Advanced communication (written and verbal).
- Advanced presentation/public speaking skills.

CLOSING DATE: 10 April 2020

MANAGEMENT ECHELON

POST 11/01: DIRECTOR: MEDIA ENGAGEMENT REF NO: 27826/01

SALARY: R1 057 326 per annum. (Level 13) (An all-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Communication/Journalism/Public Relations or equivalent qualification as recognised by SAQA with 5 years relevant working experience in the Communication field at middle management level. Technical competencies: Knowledge of communication landscape and interest in media and communication trends, including research. South African political and media landscape. Government's programme of action. Electronic media coverage. Media and stakeholder relationship management. Content management and analysis.

DUTIES: The successful candidate will perform the following duties: Build, maintain and strengthen relationships with the media (Local and International) to promote platforms for the Department of Cooperative Governance to communicate its programmes and plans. Set and influence the media agenda through a robust, proactive and efficient media engagement approach. Provide strategic leadership on the development of key content products, such as Media
statement, Opinion Pieces, Speeches, Media plans and strategies, Messages, etc. on the Department of Cooperative Governance programmes and activities. Oversee the provision of media support to the Department of Cooperative Governance and ensure proactive management of rapid response.

ENTICIES:

Mr L Leso Tel. No: (012) 334 0765.

APPLICATIONS:

Applications may be posted to URS Response Handling, P O Box 11506, Tievpoort, 0056; submitted electronically via email: cogta64@ursonline.co.za or via fax: 086 415 5709

FOR ATTENTION:

URS Response Handling, Tel No: (012) 811 1900

OTHER POST

POST 11/02:

SENIOR STATE ACCOUNTANT: COMMUNITY WORK PROGRAMME

REF.NO: 27826/02

SALARY:

R316 791 per annum (Level 08)

CENTRE:

Pretoria

REQUIREMENTS:

A 3-year National Diploma in Accounting or Financial Management or Degree in Accounting or Financial Management. 2-3 years relevant experience in the finance field. Generic Competencies: Quality of work, reliability, initiative, communication, interpersonal relations, team work, planning and execution. Technical Competencies: Knowledge and understanding of Public Finance Management Act and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of Travel and Subsistence, Basic Accounting System (BAS) and Persal System. Data capturing and Management.

DUTIES:

The incumbent will perform the following duties: Prepare financial management reports. Perform monthly reconciliation of payments, accounts and other commitments. Implement effective internal financial controls and appropriate procedures with regard to financial and wage payment administration. Provide inputs on the preparation of interim and annual financial statements.

ENQUIRIES:

Ms G Tshabalala/Ms T Motau, Tel. No: (012) 334 4967/0530

APPLICATIONS:

May be posted to URS Response Handling, P O Box 11506, Tievpoort, 0056; submitted electronically via email: cogta64@ursonline.co.za or via fax: 086 415 5709

FOR ATTENTION:

URS Response Handling, Tel No: (012) 811 1900.
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: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION
Sub-directorate: Human Resources Operations, Head Office

CLOSING DATE
14 April 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 as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document 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 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).

ERRATUM: Kindly note that post of Deputy Director: Maintenance (SR11)-Ref No: HR/4/4/2DDM/UIF published in Public Service Vacancy Circular number 9 Dated 06 March 2020 with a closing date of 23 March 2020 at the Unemployment Insurance Fund. Please note that the requirements of the post are as follows: Three year tertiary qualification in Property Management/Facility Management/ Public Administration or Management. Three years functional experience in Maintenance environment. Knowledge: ILO.

OTHER POST

POST 11/03
DEPUTY DIRECTOR: SYSTEM SUPPORT COORDINATION REF NO: HR 4/20/03/30HO

SALARY
R869 007 per annum (All inclusive)

CENTRE
Head Office, Pretoria

REQUIREMENTS
Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Public Administration/Business Administration/Public Management/ Business Management/Information Technology/Computer Science (Software Development, Website Design, Database Management). A valid driver’s license. Five (5) years’ experience of which two (2) years should be in Management experience (Assistant Director Level) and three (3) years functional experience in Public Employment Services. Knowledge: ILO.

**DUTIES:**
Monitor and ensure that the implementation of ESSA systems and processes for ES IT enabled. Plan and coordinate the procedural registrations, matching and reporting. Coordinate service delivery gap analysis and facilitate responsive competency training. Coordinate and support Provincial implementation of capacity development for ESSA end –users. Manage all resources of the Sub-Directorate.

**ENQUIRIES:**
Ms S Hornsby Tel No: (012) 309 4798
ANNEXURE C

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

APPLICATIONS

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

FOR ATTENTION

Mr S Matshageng

CLOSING DATE

04 April 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.

MANAGEMENT ECHELON

POST 11/04

DIRECTOR: STRATEGIC PLANNING, RISK AND PERFORMANCE MANAGEMENT

MANAGEMENT REF NO: 3/1/5/1 – 20/22

Directorate: Strategic Planning and Performance Management

SALARY

R1 057 326. per annum (Level 13) (All-inclusive salary package): of which 30% may be structured according to the individual’s needs.

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of an appropriate Bachelor’s degree (NQF level 7) in the field of Strategic Planning and Performance Management/Communication or equivalent qualification, with at least 5 years proven experience in a MMS/senior managerial position.


DUTIES

Review GCIS strategic Planning, performance monitoring and reporting policy to ensure alignment to government’s planning and performance monitoring...
frameworks. Develop GCIS’s Strategic Plan and 3 year Annual Performance Plans. Coordinate the development and ensure timeous submission of the four preliminary and actual quarterly performance report of the department to the Executive Authority and Oversight bodies. Development of the Annual Report and Annual Report to Citizen and submission to oversight bodies within legislated timeframes. Manage the evidence verification process to ensure the department receives an unqualified audit of performance information. Develop, implement and maintain the Departmental Risk Management framework and supporting policies within the GCIS. Audit and Risk Management. Human Resource, Risk Management and Financial Management for the Directorate.

ENQUIRIES: Ms Z Ngwenya Tel No: (012) 473 0472

NOTE: Preference will be given to African male/female candidates

OTHER POST

POST 11/05: REGIONAL COMMUNICATION COORDINATOR: NGAKA MODIRI
MOLEMA DISTRICT REF NO: 3/1/5/1 – 20/23
Directorate: Provincial Liaison: North West

SALARY: R376 596 per annum (level 9)
CENTRE: Mafikeng
REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the North West Province with specific insights in the Ngaka Modiri Molema District and its local Municipalities.

DUTIES: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Ngaka Modiri Molema District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES: Ms B Mosadi Tel No: (018) 381 7071
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

ANNEXURE D

CLOSING DATE: 03 April 2020 at 12h00 noon No email or faxed applications/No late applications, 12H00 No late applications will be considered. No faxed/e-mailed applications/late applications will be considered.

NOTE: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: All copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ Disclaimer: No appointment on SMS level will be effected without proof of the completion of the pre-entry certificate. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

POST 11/06: ADMINISTRATOR: TAXATION (PROCESSES) REF NO: ADM/TAX/2020/03-1P
Finance

SALARY: R208 584 per annum (level 6)
CENTRE: Pretoria Head Office
REQUIREMENTS: An appropriate three year tertiary qualification in Finance (at least 360 credits) with 18 months proven experience in Finance Or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in Finance; Experience within Taxation will serve as an advantage; Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel);
Knowledge of the Income Tax Act and the interpretation thereof; Knowledge of the PFMA; Knowledge of the Pension Fund Act; Knowledge of the Retirement Fund; Knowledge of the GEP LAW; Excellent communication (written and oral) and interpersonal skills; Numeracy; Methodical skills; Integrity/Reliability/Honesty; Quality orientation; Team orientation; Service orientation.

**DUTIES**

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Effective administration of Garnishee orders from SARS. Implement garnishee orders from SARS (AA88's and IT88) (create): Compile IT88 and AA88 reports to SARS after every payment run: Ensure that proper collection of overpayments from SARS is done timeously. Process tax adjustment daily: Create/authorise tax refunds and recoveries: Create voluntary tax deductions as per pensioner instructions (TS01): Create journals on tax. To effectively administer the manual and electronic calculation of tax: Collation of individual information with regards to income tax: Undertake the effective calculation of income tax electronically and manually: Capture data on electronic and manual tax calculation: Reconcile payment profile with tax master: Attend to audit queries and resolve them timeously. Provide the effective resolution of income tax related enquiries: Timeously attend to income tax related enquiries: Administer continued adherence to relevant client care directives: Provide answers to call centre: Walk-In Centre and regional offices on tax related issues. Request manual tax directives on ODS platform daily: Ensure that all ODS Tax requests are done daily: Ensure that once directive received Tax & payments are created in time and confirmed on the same day: Authorize tax deductions on Lump sum payments and update tax master correctly.

**ENQUIRIES**

Mr Lesiba Sehlapelo Tel No: (012) 399 2710

**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 Lesiba Sehlapelo—Recruitment

**NOTE**

One position for an Administrator: Taxation is currently available at Finance Section in GPAA. The position will be filled as a permanent position. The purpose of the role is: To provide support in the administration of manual, electronic tax processes and resolution of related enquiries within the Organization.
ANNEXURE E

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.

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

NOTE

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, service certificates, including ID and driver’s licence. No faxed or e-mailed applications as well as certified copies older than three (3) months 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 post. 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.

OTHER POST

POST 11/07

ASSISTANT DIRECTOR: DEMAND PLANNING REF NO: NDOH 7/2020 (X5 POSTS)


SALARY

R376 596 per annum (plus 37% in lieu of service benefits)

CENTRE

Pretoria

REQUIREMENTS

A National Diploma or equivalent NQF 6 qualification in Supply Chain Management or Statistics. An orientation towards the quantitative disciplines in statistics and economics will be an advantage. A minimum of three (3) years’ experience in Demand and or Supply Planning in a public or private sector. Knowledge of general supply chain management. Familiar with relevant legislation including Public Finance Management Act, 1999 (Act 1 of 1999), as amended, Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA). Familiar with the broad concepts such as the national medicines policy, essential medicines lists, standard treatment guidelines. Understanding of big data techniques. Good leadership, planning, organisational, administrative, quantitative and analytical skills including demand forecasting and planning, interpersonal, customer orientation, communication (written and verbal) and computer (Microsoft office package) skills. Ability to work independently and in a team. A valid driver’s licence.

DUTIES

Data presentation, analysis, interpretation and base statistical forecast. Conduct data acquisition and data governance. Cleanse the data acquired from Provincial and or National medicine procurement systems. Enrichment of demand plans with provincial and national program input. Engage with relevant programme teams, clinical teams and other stakeholders to validate/source additional insights for enrichment purposes. Cash up of the forecast in support of the financial budgeting process. Collate current costs for all items. Monitor demand plans and conduct demand review. Track accuracy of forecasts, forecast bias and forecast value add. Publish demand plan to key stakeholders and provide management information and feedback to key customers. Compile demand plan reports as required and publish it to the various stakeholders in province and at national. Manage risks and audit queries.

ENQUIRIES

Ms K Jamaloodien on Tel No: (012) 395 – 8130
CLOSING DATE  :  6 April 2020 12:00 Mid-day
NOTE: Applications must be submitted on Form Z83, obtainable from any Public
Service Department or on the internet at www.gov.za. A Z83 form & CV must
be accompanied by original certified copies of qualifications, identity document
and a driver’s license where necessary. A SAQA evaluation report must
accompanied foreign qualifications. Applications that do not comply with the
above-mentioned requirements will not be considered. All shortlisted
candidates for SMS posts will be subjected to a technical and competency
assessment. Candidate will complete a financial disclosure form and also be
required to undergo a security clearance. Foreigners or dual citizenship holder
must provide the Police Clearance certificate from country of origin. The
DOJ&CD is an equal opportunity employer. In the filling of vacant posts the
objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act
No: 108 of 1996), the Employment Equity imperatives as defined by the
Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human
Resources policies of the Department will be taken into consideration.
Reasonable accommodation shall be applied for People with Disabilities
including where driver’s license is a requirement. Correspondence will be
limited to short-listed candidates only. If you do not hear from us within 3
months of this advertisement, please accept that your application has been
unsuccessful the department reserves the right not to fill these positions.
Women and people with disabilities are encouraged to apply and preference
will be given to the EE Target.

MANAGEMENT ECHELON

POST 11/08: CHIEF STATE LAW ADVISOR: REF NO: 20/79/SLA

SALARY: R1 521 591 – R1 714 074 per annum. The successful candidate will be required
to sign a performance agreement

CENTRE: National Office; Pretoria

REQUIREMENTS: An appropriate LLB Degree or recognized 4-year legal qualification (NQF level
8); Admission as an Attorney or Advocate; 10 years’ experience at a senior
management level and proven experience as a State Law Advisor; Knowledge
of all spheres of law including drafting, litigation, negotiating drafting, scrutiny
of international arrangements, opinion writing, subordinate legislation,
management and budgeting. Skills and Competencies: Strategic capacity and
leadership; Programme and project management; Financial management;
Change management; Knowledge management; Service delivery innovation
(SDI); Problem solving and analysis; People management and empowerment;
Client orientation and customer focus; Communication skills; Honesty and
integrity.

DUTIES: Key Performance Areas: Oversee and manage the delivery of legal opinions
as requested by State departments and other organs of State; Oversee and
manage International Agreements as requested by state departments and
other organs of State; Oversee, manage and direct development, evaluating
and assessment of draft legislation; Oversee and manage the translation of
legislation; Facilitate and manage stakeholder relations finance of the Branch
as delegated; Provide effective people management.

ENQUIRIES: Mr. C. Zana Tel No: (012) 357 8185

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

NOTE: People with disabilities are encouraged to apply.

CLOSING DATE: 06 April 2020

OTHER POSTS
POST 11/09 : SENIOR ASSISTANT STATE ATTORNEY (02 POSTS)

SALARY : R510 432 – R1192 947 per annum (LP5-LP6) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Polokwane Ref No: 20/49/SA
State Attorney: Johannesburg: Ref No: 20/51/SA

REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver’s licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

DUTIES : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insololvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.

ENQUIRIES : Polokwane: Mr. M. Kooko Tel No: (012) 315 1164
Johannesburg: Mr. E. Seerane Tel No: (012) 315 1780

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

NOTE : Separate applications must be made quoting the relevant reference People with disabilities are encouraged to apply A current certificate of good standing from the relevant Law Society must accompany the application.

CLOSING DATE : 06 April 2020

POST 11/10 : COURT MANAGER: (4 POSTS)

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

CENTRE : Balfour Magistrate Office: Ref No: 2020/18/MP
Secunda Magistrate Office: Ref No: 2020/19/MP
Barberton Magistrate Office: Ref No: 2020/14/MP
Worcester Magistrate Office: Ref No: 07/2020/WC

REQUIREMENTS : A 3 year qualification in Administration (NQF level 6) and/or a National Diploma in Services Management (NQF level 5) plus the module in Case Flow Management or equivalent qualification; At least 3 years’ managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA; Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid drivers’ licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written)

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreement, also assist in Cluster.

ENQUIRIES : Nelspruit: Mr. SP Shabangu Tel No: (013) 753 9300/244
Cape Town: Ms P Barnes Tel No: (021) 469 4000
APPLICATIONS

Nelspruit: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 Or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.
Cape Town: Quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeek Street, Norton Rose House, 5th Floor, Cape Town

NOTE

PWD/ Coloured Female followed by Indian Female and African Male or Female respectively.

CLOSING DATE

17 April 2020

POST 11/11

COURT INTERMEDIARY: REF NO: 42/19/NC
Re-advertisements; candidates who previously applied are encouraged to re-apply

SALARY

R316 791 – R373167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRES

Magistrate Office Galeshewe will serve all courts within the Northern Cape

REQUIREMENTS

Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977, as amended by the Sexual Offences and Related Matters Act 32 of 2007; The candidate must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the specialty paediatrics is also registered. Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the speciality psychiatry is also registered. Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the speciality psychology is also registered. Childcare workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four years' experience in childcare. Teachers who are registered as such under section 17 of the Social work Act, 1978, and who have two years' experience in social work. Teachers who are classified in qualification category C to G, as determined by the Department of National Education, and who have four years' experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching. Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. A valid driver's license, and willing to travel extensively within the province and beyond. Language requirements: a combination of the following will be considered. Galeshewe fluency in English, Afrikaans and Setswana. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes; Reliable, dedicated and hardworking.

DUTIES

Key Performance Areas: Act as Intermediary by facilitating court proceedings where children are involved; Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.

ENQUIRIES

Ms. Phiri Tel No: (053) 802 1300
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

CLOSING DATE: 06 APRIL 2020

POST 11/12: ASSISTANT STATE ATTORNEY, REF NO: 20/61/SA

SALARY: R301 452 – R847 047 per annum (LP3-LP4): (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Cape Town

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court; Conveyancing will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES: Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, High, Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff.

ENQUIRIES: Mr. E. Seerane Tel No: (012) 315 1780

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

NOTE: People with disabilities are encouraged to apply: A current certificate of good standing from the relevant law society must accompany the application.

CLOSING DATE: 17 April 2020

POST 11/13: COMMUNICATION OFFICER: EVENTS, EXHIBITIONS AND PUBLIC RELATIONS: REF NO: 20/63/PEC

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

CENTRE: National Office: Pretoria

REQUIREMENTS: 3 year Degree/National Diploma in Public Relations/Communication or equivalent qualification (NQF level 6); 1 year experience in communication environment; A valid driver’s license. Skills and Competencies: Communication (written and verbal) skills; Computer literacy; Project management skills; Good interpersonal relations; Willingness to work flexible hours; Ability to work independently and under pressure.

DUTIES: Key Performance Areas: Coordinate all Departmental exhibitions; Assist in the coordination of events; Compile annual calendar of events; Coordinate the procurement of promotional items

ENQUIRIES: Mr. S.J Kgafela Tel No: (012) 315 1042

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

NOTE: People with disabilities are encouraged to apply.

CLOSING DATE: 06 April 2020

POST 11/14: ESTATE CONTROLLER EC1: (2 POSTS)

SALARY: R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Port Elizabeth Ref No: 20/65/MAS
Master of the High Court: Kimberley; Ref No: 20/52/MAS

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REQUIREMENTS: An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES: Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship’s, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES: Port Elizabeth: Mr. C Msiza Tel No: (012) 315 4754
Kimberley: Mr. S. Maeko Tel No: (012) 315 1996

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

NOTE: People with disabilities are encouraged to apply.

CLOSING DATE: 17 April 2020

POST 11/15: COURT INTERPRETER: REF NO: 20/20/FS

SALARY: R173 703 - R201 612 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: NQF level 4/Grade 12. Proficiency in English. Proficiency in one or more indigenous languages. Three months practical experience will be an added advantage; A valid driver’s license will be an added advantage. Knowledge: Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Adherence to Batho-Pele and the Justice Principles. Full command of the language. Cultural diversity. Knowledge of Policies, Prescripts and Legislation. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and Organising, Problem solving and analytical thinking skills. Time management. Confidentiality. Ability to work under pressure; Language Proficiency: Bloemfontein Sesotho, Sepedi, Tshivenda, English and Xitsonga (Shangaan) will be an added advantage.

DUTIES: Key Performance Areas: To interpret in a Court of Law (Criminal, Civil and Labour). To interpret in Small Claims Courts. Interpret in pre-trial proceedings and consultations. Liaise with the Supervisor for Foreign Language Interpreters. Consecutive interpreting from source to target language during Court Proceedings., pre-trial consultation, quasi and Judicial. Interpret nonverbal gesture, dramatization and confessions. Carry out sight translation of documents (j88, sworn statement, etc); Collect unusual terminology and concepts. Consult dictionary, colleagues, community members and experts. Enter the meaning of words into glossary register. Assist with the reconstruction of Courts records. Enter cases in the Criminal Record Book. Compilation of statistics.

ENQUIRIES: Ms NM Dywill Tel No: (051) 407 1800

APPLICATIONS: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

CLOSING DATE: 06 April 2020
OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

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.

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

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.

CLOSING DATE

03 April 2020

NOTE

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.

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 11/16: JUDGE’S SECRETARY REF NO: 2020/37/OCJ
(12 Month Contract)

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

CENTRE REQUIREMENTS: Supreme Court Of Appeal: Bloemfontein

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

DUTIES: Typing (or formatting) of draft memoranda, decisions, opinions or judgement entries written by, or assigned by the Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including diary and phone typing); Arrange and diarize appointments, meetings and official visits.
and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by the Judge;
Update files and documents and provide copies of documents to the Registrar;
Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to Court; Management of the Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for the Judge as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Execute legal research as directed by the Judge and comply with all departmental prescripts, policies, procedures and guidelines

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191

POST 11/17 : ADMINISTRATION CLERK (ASSESTS), REF NO: 2020/39/OCJ

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

CENTRE: National Office (Midrand)


DUTIES: Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased assets register. Perform the physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable, redundant and obsolete assets.

ENQUIRIES: Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2635/2533

POST 11/18 : ACCOUNTING CLERK REF NO: 2020/40/OCJ

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

CENTRE: Constitutional Court: Johannesburg

REQUIREMENTS: Grade 12. Skills and Competencies: Computer literacy (MS Word and Excel). Knowledge of Batho Pele principles. Good communication skills, planning and organising skills, Attention to detail, to deal and work within deadlines.

DUTIES: Capturing S&T Claims and Sorting of all Payroll Certificates according to various pay points. Filling of documents and Capturing Salary related transactions.

ENQUIRIES: Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2635/2533
## ANNEXURE H

**DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**

### APPLICATIONS
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

### CLOSING DATE
03 April 2020 at 16:30 pm

### WEBSITE
www.dpme.gov.za

### NOTE
The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of all qualifications, Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: [https://www.thensg.gov.za/training-course/sms-pre-entry-programme/](https://www.thensg.gov.za/training-course/sms-pre-entry-programme/) The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

### MANAGEMENT ECHELON

<table>
<thead>
<tr>
<th>POST 11/19</th>
<th>DIRECTOR: HRM REF NO: 013/2020</th>
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<tbody>
<tr>
<td></td>
<td>Directorate: Human Resources</td>
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<tr>
<td>SALARY</td>
<td>R1, 057,326 per annum (Level 13). (All-inclusive salary package) The remuneration package consists of a basic salary, the State’s contribution to the</td>
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Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate qualification (NQF 7) in Human Resource Management/Industrial Psychology or equivalent with at least 8 years’ experience in Human Resource Management environment of which 5 years must be at MMS (Deputy Director or equivalent) level. An NQF 8 qualification will be an added advantage. Valid driver’s licence. Knowledge of the following functional fields is critical: Human Resource Management concepts, principles, policies and procedures, PMDS, Training and Development, Human Resource Provisioning, Organisational Design, Labour Relations, Employee Health and Wellness, good understanding of the PSA, PSR. Skills: Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive, decisive and self-driven, innovative and creative, client orientated and focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES** : Manage proper implementation of Human Resource Development and PMDS processes, Labour Relations, Employee Health and Wellness, Organisational Development, HR Planning and Administration. Determine and evaluate proper implementation of HRM strategies and policies to meet departmental mandate. Develop the Directorates operational plan in support of the department’s strategic plan and ensure that the assigned projects are delivered on time. Advise and assist other managers on HR processes and policy matters. Plan, co-ordinate, develop, implement, monitor, evaluate, improve control and advocate HR processes and practices, manage the performance of managers in HR. Monitoring implementation of the Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts and DPSA Directives. Offer strategic support in the management and maintenance of HR information systems. Manage financial and other resources allocated to the Directorate.

**ENQUIRIES** : Mr N Nomlala, Tel No: (012) 312-0452.

**OTHER POST POST 11/20 : ADMINISTRATION OFFICER REF NO: 014/2020**

**CENTRE** : Pretoria

**REQUIREMENTS** : A 3 year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration/Humanities or equivalent with at least 3 years appropriate experience of which 2 years must be in an administrative environment. An NQF 7 qualification will serve as an advantage. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Knowledge of PFMA and Public Service Act and Regulations.

**DUTIES** : The successful candidate will be responsible for rendering effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information. Drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Coordinate timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP’s and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.

**ENQUIRIES** : Ms J Mchunu, Tel No: (012) 312 0462.
ANNEXURE I

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS: quoting the reference number, must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered. Applications could also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, identity and valid driver’s license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE: 06 April 2020

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance and submit financial disclosure. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), identity document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes Personal Suitability Checks, which include but are not limited to: security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

POST 11/21: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DPSA: 08/2020

SALARY: R1 057 326 per annum (Level13). (An all-inclusive remuneration package) Annual progression up to maximum salary of R1 245 495 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion that may be structure according to personal needs within a framework

CENTRE: Pretoria

REQUIREMENTS: A Bachelor degree in Public Administration and/or Logistics Management/Financial Management or equivalent qualification at NQF level 7. Minimum of 5 years managerial experience at middle management level in Supply Chain Management. Sound knowledge of the Public Service legislative framework (Public Administration Management Act, 2014, Public Service Act, 1994, Public Service Regulations, 2016 and PFMA), Knowledge of Supply Chain Management processes, A self-driven individual in a possession of the following skills and competencies: Strategic Capabilities and Leadership, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Policy Development, Policy Compliance Monitoring, Problem Solving and Analysis, People Management and Empowerment, Client and Customer Orientation, Computer literacy, Sound analytical, interpretive and high level of Communication skills (verbal and
written), Excellent organisation skills, Willingness to work under pressure, Ability to find workable solutions while dealing with multiple constituents and conflicting objectives, Willingness to facilitate continuous improvement and Programme and Project Management.

DUTIES: To monitor the implementation and development of Supply Chain Management Policy and processes in line with legislation and regulations with an emphasis on improved service delivery. Provide advice on policy and regulatory matters of Supply Chain Management. Ensure effective and efficient management of transport within the department. Ensure effective and efficient contract management within the department. To provide proper Assets Management and processes in line with the Assets Management Policy. To take effective and appropriate steps to prevent unauthorised, irregular and fruitless and wasteful expenditure and recommend effective and appropriate action against any official in the service of the department who makes or permits such expenditure.

ENQUIRIES: Mr. M. Makhura Tel No: (012) 336 1411
CLOSING DATE : 03 April 2020 at 16H00
NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver’s Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. 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.

MANAGEMENT ECHELON


SALARY : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate degree (NQF Level 7) in the Built Environment, Finance or relevant qualification, 5 years of experience at a middle/senior managerial level in the relevant field, preferably in the Built Environment or Finance, Experience in Immovable Asset, Property Management and Strategic Management of immovable asset portfolios, Excellent knowledge of property investment, property financing, property law, property developments and refurbishments, maintenance, property management and property valuation.

SKILLS : Problem solving, Planning and organising, Strategic planning, Time management, Computer literacy, Facilitation skills, Report writing, Feasibility analysis, Analytical thinking, Good communication skills, Interpersonal skills. Personal Attributes: Goal and solution orientated, Assertiveness, People and client orientated, Team player, Innovative, Ability to adapt work schedule in response to operational requirements, Willingness to travel and a valid driver’s licence.

DUTIES : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies, Develop and review of Custodian Asset (immovable) Management Plans, Develop Implementation Programmes to address user departments and custodian’s accommodation requirements, Programme management, Facilitate the assessment of the performance of Assets (immovable), Prioritise investment solutions in line with life cycle asset (immovable) management principles, Ensure that the budget framework is in line with Medium Term Expenditure
Framework, Exercise custodial activities on assets (immovable), Develop Asset (immovable) Management policies, strategies and guidelines, Manage the identification, evaluation, management and implementation control of risks, Manage Asset Performance Reports, Ensure optimal utilisation and performance of assets, Provide management support to the unit/section.

**ENQUIRIES**
Ms M. Tshabalala, Tel. No: (012) 406 1915.

**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

**NOTE**
Applicants must be in provision of a pre-entry certificate into the Senior Management Services in the Public Service. This is an online programme offered by the National School of Government.

**OTHER POSTS**

**POST 11/23**

**SALARY**
R316 791 Per annum

**CENTRE**
Head Office (Pretoria)

**REQUIREMENTS**
A three year tertiary qualification in Supply Chain Management/Purchasing Management/ Business Management/ Economics/Finance/Administration/Management Sciences. Appropriate relevant experience in Procurement/Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

**DUTIES**
- Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions’ and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices’ inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department’s targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.
ENQUIRIES: Mr. Keaobaka Magano/Mr. Vuyile Baliso Tel No: (012) 406 1034/(012) 406 1540
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 11/24: IT TECHNICIAN: INFORMATION SERVICES (IT SUPPORT) REF NO: 2020/57

SALARY: R316 791 per annum
CENTRE: Kimberly Regional Office
REQUIREMENTS: A three year tertiary qualification in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment. Strong communication and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suite. Understanding of Linux and Open Source will serve as an advantage. A valid driver’s licence.

DUTIES: Detect and repair faults on LAN/WAN, PC’s, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from transversal systems. eg. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support. Manage and maintain a virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with suppliers. Install and support software/applications.

ENQUIRIES: Ms L Skhosana Tel No: (012) 406 1286/1395
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 11/25: CHIEF WORKS MANAGER: MECHANICAL REF NO: 2020/58

SALARY: R319 791 per annum
CENTRE: Bloemfontein Regional Office
REQUIREMENTS: A three year tertiary qualification in Mechanical accompanied by proven technical experience within mechanical environment or N3 plus trade test completed successfully plus appropriate technical experience in the mechanical environment. A valid driver’s licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES: Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES: Mr. B Dlabantu Tel No: (051) 408 7364
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 11/26: ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2020/59

SALARY: R257 508 per annum
CENTRE: Mmabatho Regional Office
Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers’ licence is a must have. Willingness to travel extensively.

**DUTIES**

Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

**APPLICATIONS**

Ms J Setlhoke: Tel No: (018) 386 5223

**FOR ATTENTION**

Mr T. Oagile

**SALARY**

R257 508 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

A three year tertiary qualification in Finance/Accounting or equivalent in financial related field and appropriate experience in financial administration. The following will serve as recommendation; Knowledge of PFMA and treasury regulations, Knowledge of transversal systems: PMIS, WCS, BAS, SAGE and be computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver licence will be added advantage.

**DUTIES**

To process payments on various systems. To request reports, compile and capture journals and clearing of suspense accounts. To handle the efficient and effective budgeting process for finance-Sub Directorate. Ordering of stationery and perform stock taking. To develop and submit the budget analysis for section to Budget on monthly basis. Ensure the attendance of queries, including audit queries. Attend to other related duties as delegated by management. Administer petty cash, receive cash, issue receipts and bank cash. Attend to other related duties as delegated by management.

**ENQUIRIES**

Mr J Marakalala Tel No: (011) 713 6139

**APPLICATIONS**

(Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION**

Mr M Mudau

**SALARY**

R208 584 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

A three year tertiary qualification in the Mechanical Engineering field/equivalent qualifications or N3 and passed trade test (Manpower Training Act, 1981) in the Building environment, accompanied by basic knowledge of technical background. A valid Driver’s license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.

**DUTIES**

Oversee the work of contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is
maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work.

**ENQUIRIES**
Mr KC Muthivheli Tel No: (011) 713 6097

**APPLICATIONS**
(Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION**
Mr M Mudau

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**POST 11/29**
**ADMINISTRATIVE CLERK: PROVISIONING REF NO: 2020/62**

**SALARY**
R173 703 per annum

**CENTRE**
Mmabatho Regional Office

**REQUIREMENTS**
Senior certificate/Grade 12 with appropriate experience. Tertiary qualification in Provisioning or Public Administration will be added advantage. Interpersonal skills, hardworking, people orientated ability to work under pressure. Understand advance concepts, procurement policies, tender procedures, LOGIS literacy, financial systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skill: Organising, planning, report writing, problem solving, computer literacy, communication, general office management.

**DUTIES**
Capture request for goods and services on the LOGIS system, oversee LOGIS process with regard to stock, capture requests for goods and services, obtain quotations, place orders with suppliers, monitor stock levels, maintain supplier database, address general enquiries on LOGIS, co-ordinate stock takes, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with payment for good and services, authorize orders and payments and requests, receive and issue stock, ensure payment of suppliers, provide petty cash. Provide administrative support with regard to the resolution of audit queries; gather information to resolve audit queries.

**ENQUIRIES**
Mr AT Matseke: Tel No: (018) 386 5268

**APPLICATIONS**
The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

**FOR ATTENTION**
Mr T. Oagile
DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

FOR ATTENTION: Ms E Steenkamp

CLOSING DATE: 03 April 2020

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 11/30: DIRECTOR: NPO COMPLIANCE MONITORING REF NO: K1/A/2020
Chief Directorate: NPO Registration, Funding and Compliance Monitoring

SALARY: R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE: Pretoria


DUTIES: Key Responsibilities: Manage NPO compliance. Manage Risk Management Controls system and compliance for NPOs in collaboration with all other stakeholders. Develop and monitor policies and procedure that will enable effective administration of the NPO Act. Develop and monitor implementation
of processes and procedures to enable the effective execution of the NPO Act. Manage NPO appeals in line with the NPO Act. Develop and manage processes and systems for NPO cancellation or de-registration. Manage and conduct compliance monitoring and reporting in terms of the NPO Act.

ENQUIRIES: Mr FP Netshipale, Tel No: (012) 312-7662/7556

OTHER POSTS

POST 11/31: SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: K1/B/2020
Directorate: Organisational Design and HR Planning

SALARY: R316 791. per annum
CENTRE: HSRC Building, Pretoria

DUTIES: Develop, review and advice on Job descriptions. Conduct job evaluation process using evaluate system. Conduct work study investigations and work flow measurements. Develop and maintain job evaluation filing system. Maintain and ensure that the post establishment and organisational structure are aligned at all times. Provide advisory support on Organisational Design and Job Evaluation projects.

ENQUIRIES: Ms F Rampfumedzi, Tel No: (012) 312-7211
NOTE: In terms of the Chief Directorate’s employment equity targets, African, Coloured, White males and Coloured females as well as persons with disabilities are encouraged to apply.

POST 11/32: INTERNAL AUDITOR: INFORMATION TECHNOLOGY AUDIT REF NO: K1/C/2020
Chief Directorate: Internal Audit Services

SALARY: R316 791 per annum
CENTRE: HSRC Building, Pretoria
REQUIREMENTS: A Bachelor’s Degree or National Diploma in Internal Auditing/Auditing/IT Management/Informatics/Information Systems/BSc IT/Computer Science with a minimum of 3 years functional experience in Information Technology audit environment. Membership with the Institute of Internal Auditors South Africa/Global (IIASA) or Information Systems Audit and Control Association (ISACA) will be an added advantage. Knowledge and exposure to Public Service Legislations, IT(e.g. COBIT, ITIL, ISO2700 etc.) and Internal audit frameworks, Ability to research and apply IT control concepts in audit assignments, Information Technology audit concepts, frameworks and methodologies, Principles relating to IT Governance, ISACA and IIA Standards. Competencies needed: Planning and organizing skills. Communication (written, verbal) skills. Computer literacy. Problem-solving skills. Policy analysis skills. Client liaison skills and analytical skills. Report writing skills. Presentation skills. Data analytics (ACL, IDEA, Teammate analytics) skills. Attributes: Integrity. Objectivity. Independent. Confidentiality. Ability to work under minimum supervision. Ability to work under pressure. Confident. Willingness to learn. Team player.
DUTIES: Assist in planning of Information Technology audit projects in accordance with the approved Internal Audit Methodology. Execute audits in accordance with the approved internal audit framework and plan and in accordance with the IIA and ISACA Standards. Formulate/compile audit findings and discuss outcomes with the clients. Develop draft audit reports. Evaluate client responses and make necessary adjustments. Coordinate exit meetings with clients. Conduct follow ups on audit findings. Conduct ad hoc audit as requested. The official may be deployed to other units within the Chief Directorate Internal Audit Services when need arises.

ENQUIRIES: Ms NP Maripane, Tel No: (012) 312-7790

NOTE: In terms of the Chief Directorate’s employment equity targets, Coloured, Indian, White males and females as well as persons with disabilities are encouraged to apply.

POST 11/33: SOCIAL WORKER GRADE 1 REF NO: K1/D/2020
Directorate: VEP and Prevention of Gender Based Violence

SALARY: R257 592 per annum

CENTRE: Groenkloof Forum Office Park


DUTIES: Render a comprehensive, telephonic, one-stop client social work services with regard to the care, support, protection and development of vulnerable individuals and families in line with social development programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Conduct telephonic assessments aimed at identifying conditions in individuals and families and identify relevant interventions, implement referral mechanisms that will include follow-up and escalation of cases, as well as provision of feedback to affected individuals, provide support, counselling, guidance and advice to the affected individuals, groups, families and communities, monitor the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions, produce and maintain records of social work interventions, processes and outcomes and statistics to analyse trends. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: study professional journals and publications in order to ensure that cognisance is taken of new developments, monitor and study the social services legal and policy framework continuously, liaise with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields, undertake first level social work research and development, engage in continuous professional development activities as prescribed, perform all the administrative functions required of the job.

ENQUIRIES: Ms N Malvern Tel No: (012) 740 9650
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:
03 April 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 11/34:
DIRECTOR: ASIA BILATERAL RELATIONS REF NO: ITED/ASIA 005
Overview: To manage the development and implementation of International Trade policies, strategies and programmes for the Asia region.

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

CENTRE:
Pretoria

REQUIREMENTS:
An undergraduate qualification (NQF Level 7) in Economics/International Trade Law or International Relations. 5 years' relevant experience at a middle/senior management level in an economic or trade environment. Key Requirements: Experience in international trade and investment agreement negotiations. Experience in the development and implementation of international trade policies and strategies. Experience in managing research in an economic or trade environment. Experience in project management, financial management, people management, monitoring and evaluation, stakeholder management, research and analysis. Experience in the management of a directorate. Ability to interact diplomatically with international stakeholders - including private enterprises, multinationals and representatives of foreign governments. Strategic capability and leadership, planning and organising skills, client orientation and customer focus and change management. Communication (Verbal and excellent writing skills), relationship management, negotiation skills, analytical and thinking skills and problem-solving skills. Sound knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Public Service Regulations. Sound knowledge of international protocol and stakeholder management. Proficient in MS Office packages.

DUTIES:
Trade and Investment agreement negotiations: Manage the basic economic data, trends and developments in the Asia region. Oversee the detailed technical and legal recommendations based on solid research and analysis. Manage the Trade and Investment agreement negotiations. Foreign Market: Access to identified foreign markets for increased local investment and SA exports. Stakeholder Liaison and Management: Develop sound relations between RSA governments about economic and strategic projects and policy. Create platforms for continuous engagements with key stakeholders. Represent the department in all forums and focus groups addressing the trade and investment negotiations challenges. Strategies and policy review: Manage the process of developing International Trade policies and strategies. Oversee the implementation of International Trade policies and strategies. Continuous review of international trade strategies and policies. Ensure that the Bi-national Commission Programme is developed and implemented. Ensure that the Bi-national Commission Programme is developed and implemented. Develop and
communicate the Bilateral trade strategy for the Asia trading partner. International trade relations & policy: Enhanced capacity to analyse world trade policy & assess RSA’s trade policy interests; improved ability to make sound policy advice and inputs for negotiations, as well as for strategy to enhance bilateral trade relations with South America. Directorate Management: Manage strategic planning for the directorate, including budgets and human resource. Provide directorate’s inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements.

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

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

POST 11/35
DIRECTOR: MARKET ACCESS REF NO: ITED/MULTI 002
Overview: To manage South Africa’s bilateral and multilateral non-agricultural market access negotiations. Negotiate legal texts on trade in goods. Manage South Africa’s implementation and administration of the WTO Goods Council Agreements, except the trade remedy agreements.

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

CENTRE
Pretoria

REQUIREMENTS
An undergraduate qualification (NQF Level 7) in Economics/International Trade Law. 5 years’ relevant experience at a middle/senior managerial level in an Economics and/or Legal and Trade Negotiations environment. Key Requirements: Experience in bilateral trade negotiations. Experience in research in a trade or economic environment. Experience in strategy, trade and industrial policy development and implementation. Experience in project management, financial management, people management, monitoring and evaluation, stakeholder management, research and analysis. Experience in the management of a directorate. Strategic capability and leadership, planning and organising skills, client orientation and customer focus and change management. Communication (Verbal and excellent writing skills), relationship management, analytical and thinking skills and problem-solving skills. Sound knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Public Service Regulations. Sound knowledge of international protocol and stakeholder management. Proficient in MS Office packages.

DUTIES
Bilateral trade negotiations: Manage preparatory and consultative processes in South Africa. Draft legal texts for trade in goods in consultation with stakeholders. Represent South Africa at bilateral trade negotiations and Lead market access negotiations where delegated. NAMA negotiations in the WTO: Draft briefing papers on the WTO NAMA negotiation progress and developments. Consult with IDD, Nedlac, SACU and Economic Development Department on SACU’s negotiating position and NAMA sensitivities. Participate in Negotiating sessions to secure SA/SACU NAMA policy space. Manage data analysis to support SA/SACU negotiating position. Stakeholder management: Create platforms for continuous engagements with key stakeholders, including divisions within the dti, other Government departments and tiers of government, key SOEs, organized business and labour. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus groups addressing the Trade policy and negotiations challenges. Initiate, attend and participate in meetings with industry associations and export councils to ensure alignment with the work of the unit. Implementation and Administration of WTO Agreements under the auspices of the WTO Goods Council (Excluding Trade Remedy Rules Agreements; Advice on WTO Goods Council Agreements and obligations. Manage compliance with SA WTO Goods Council notification obligations except for trade remedies. Assist in the development of trade and industrial policy that comply with SA WTO obligations. Make recommendations for possible changes on WTO non-compliant policy. Identify possible trade barriers. Participate in WTO Goods Council Committee meetings. Manage SA participation on WTO Accession Negotiations of Afghanistan, Algeria, Ethiopia and Seychelles. Direct and manage the directorate: Manage strategic planning for the directorate, including budgets and human resource. Provide directorate’s inputs for the
MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Ensure effective risk management, financial management, service delivery, people management and empowerment.

**ENQUIRIES**

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

**NOTE**

In terms of the dti's EE requirements, preference will be given to African and Coloured female, Indian and White male candidates as well as people with disabilities.
TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity target. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan, therefore Coloured male/female, Indian male/female and people with disabilities are encouraged to apply.

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

CLOSING DATE: 03 April 2020.

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

MANAGEMENT ECHELON

POST 11/36: DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE
MANAGEMENT REF NO: DOT/HRM/2020/06
Branch: Administration: (Office of the Chief Operations Officer
Chief Directorate: Human Resource Management and Development

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE REQUIREMENTS: Pretoria
Bachelor Degree or Advanced Diploma in Human Resource Management/Public Management at NQF level 7 as recognized by SAQA and SMS pre-entry certificate plus a minimum 5 years’ experience at senior Management service or middle management level. Note: The following will serve as strong recommendations: Knowledge of Public Service Regulations and Public Service Act, Employment Equity, Labour Relations Act, Skills Development Act, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.
DUTIES: Provide internal capacity development programmes by: Developing and maintaining capacity development policies, conducting training needs analysis for the development of a Workplace Skills Plan, Administrate and manage Educational Programmes, Render a Secretariat service to the Human Resource Development Committee & Administrator bursaries. Ensure capacity development for the transport sector by developing and maintaining external capacity policies, initiating transport programmes for historically disadvantaged, Manage the Centres of development institutions. Develop, manage and monitor the implementation of performance management systems by: Administering the performance management system, managing the performance assessments and incentive programmes, facilitate training on performance system, provide guidance to staff on performance system. Manage and control the Directorate by: ensuring compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch, establish and maintain governance and administrative system’s continuity within the work of the branch, develop financial reports for forecasting, trending and results analysis, prepare and submit implementation plans, evaluate projected spending plans, monitor quality control of work, ensure the compilation of the annual report and strategic plan of the directorate, monitor the planning, organising and delegation of work and ensure monitoring & evaluation is carried out in all areas of the directorate.

ENQUIRIES: Adv. A Masombuka Tel No: (012) 309 3888

POST 11/37: DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2020/07
Branch: Rail Transport
Chief Directorate: Rail Regulation

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: An appropriate NQF 7 or equivalent qualifications in Transport studies as recognized by SAQA and SMS pre entry certificate plus 5 years' experience at senior management level or middle management level and experience in Rail Safety Regulation or Transport Regulatory environment. Note: The following will serve as strong recommendations: Knowledge of the Public Finance Management Act (MFMA). Exposure to legislative drafting and implementation. Knowledge and understanding of policies and legislation pertaining to rail safety. An understanding of intergovernmental relations. Good interpersonal skills. Analytical and problem-solving skills. Excellent communication skills (written and verbal). Project management skills.

DUTIES: Manage the development of the Rail Safety Regulatory Environment. Evaluate the effectiveness of current policies and legislation pertaining to rail safety. Evaluate Rail Safety Standards and Guidelines developed. Analyze and advise the Minister on reports/investigations pertaining to rail safety. Coordinate rail safety initiatives between relevant stakeholders. Ensure effective implementation of the Railway Safety Regulator Act, 2002, by relevant entities. Benchmark the performance of rail entities pertaining to safety and make recommendations. Represent the Department on regional forums/structures pertaining to rail safety regulation. Manage the Directorate.

ENQUIRIES: Mr. N Makaepea, Tel No: (012) 309-3896

POST 11/38: DIRECTOR: SECURITY SERVICES REF NO: DOT/HRM/2020/08
Branch: Administration: (Office of the Chief Operations Officer)
Chief Directorate: Corporate Support

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria

is required. Note: The following will serve as strong recommendations: Leadership and management experience. Knowledge of the MISS, MPSS and other relevant and applicable security legislation and regulations. Understanding of technological emanating from National Security Strategy (NSS) and National Joint Operations and Intelligence Structure (NATJOINTS). Effective communication skills (written and verbal) at all levels. Report writing and presentation skills. Planning, organisational relationship and conflict management skills. Detection. Analytical thinking. Decision making and motivational abilities. Willingness to successfully attend prescribed training courses. Prepared to travel and work irregular and long hours. Computer Literacy.

**DUTIES:**

Develop and implement physical security and procedures. Manage physical security operations. Perform physical security risks assessments. Respond to and investigate security incidents and breaches. Manage the implementations of OHS Program, Fire safety and Contingency plan. Provide physical security services to the Department. Develop and implement document, personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Develop and implement personnel security, i.e. security screening vetting and vetting process. Develop, implement and manage communication security. Develop, implement and manage educational security (security awareness). Render security services. Establish, implement and maintain security awareness, security personnel training, firearms, and ammunition control program. Establish, implement and maintain Emergency Plan and Joint Operational Centre. Develop, implement and manage NKP physical security program. Develop, implement and manage document, Information and Communication Security. Develop, implement and manage security screening and vetting process. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Management of staff in the unit, as well as contractors. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the directorate. Represent the DoT at various forums as requested and coordinate efforts and report back. Assist with security at various events; assist high-level staff to events with security.

**ENQUIRIES:**

Ms C Coetzee, Tel No: (012) 309 3493

**POST 11/39:**

**DIRECTOR: INTERNAL COMMUNICATION** REF NO: DOT/HRM/2020/09
Branch: Administration
Office of the Chief Operations Officer

**SALARY:**

R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to individual needs.

**CENTRE:**

Pretoria

**REQUIREMENTS:**

A relevant Bachelor’s degree at NQF Level 7 as recognized by SAQA and SMS pre entry certificate plus 6 - 8 years’ experience of which 5 years must be at senior management or middle management level in the Public Service. Note: The following will serve as strong recommendation: Communications skills (verbal and written). Financial Management, strategic capability and leadership, people management and empowerment, project/programme management, client orientation and customer office and change management.

**DUTIES:**

The successful candidate will: Manage internal communication and events services. Support the department’s events and projects initiative with planning, organizational and communication strategies. Attend the department’s meetings, work sessions and other official sessions as necessary or as requested. Keep staff updated with news reports and other information. Determine the methods and the most suitable media to reach internal clients. Assist with the publication of the annual report and strategic document. Establish and manage the internal communication forum. Manage online media services. Provide graphic design service, develop and manage web content. Manage document archiving that will ensure that DoT website serve as a research hub on sectors relevant to it. Manage the design of the website.
content site map to ensure user-friendly navigation. Co-manage the production of all multimedia elements and upload on website. i.e. corporate video, webcasts etc. Manage social media pages. Manage and control the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans, monitor quality of work. Ensure that the monitoring and evaluation is carried out in all areas of the directorate.

**ENQUIRIES**
: Mr. C Msibi, Tel No: (012) 309 314

**POST 11/40**
: DIRECTOR: OCEANS ECONOMY DEVELOPMENT REF NO: DOT/HRM/2020/10
Branch: Maritime Transport
Chief Directorate: Maritime Infrastructure & Industry Development

**SALARY**
: R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to individual needs.

**CENTRE**
: Pretoria

**REQUIREMENTS**
: A relevant Bachelor’s degree at NQF Level 7 in Maritime studies, Transport Economics or Freight Logistics as recognized by SAQA and SMS pre entry certificate with five (5) years’ relevant experience at senior management or middle management level in the maritime industry/Logistics and freight industry. Note: The following will serve as strong recommendation: Above average understanding of management in the maritime transport sector. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Sound knowledge of the Public Administration regulations and procedures, knowledge of South African Maritime Transport environment, strong background in Project Management, knowledge of Operation Phakisa/Ocean Economy, strong presentation skills, knowledge of international maritime Treaties/Protocols (WTO/IMO/ILO) extensive knowledge of the Port Environment and structures, system analysis and monitoring, ability to work with people, complex problem solving, judgement and decision making, computer literacy, coordinating and facilitating skills, knowledge of National Ports Act, extensive knowledge of Public Finance Management Act (PFMA). Willingness to travel and work beyond normal working hours. Act (PFMA). Willingness to travel and work beyond normal working hours.

**DUTIES**
: The successful candidate will: Manage and monitor the development, planning and execution of all Operation Phakisa. Promote economic growth in the Maritime sector and implementation of the Marine Transport and Manufacturing initiatives of the 3-foot plan, ensuring the implementation of all Operation Phakisa initiatives as well as ensure the alignment and research development of all Operation Phakisa with government strategic objectives. Manage intergovernmental relations of all departments and implementing agencies involved in the Operation Phakisa initiatives and must work with other labs within Oceans Economy must work, implement Cabotage on coastal, regional and continental waters. Facilitate intergovernmental relations between departments and implementing agencies involved in Operation Phakisa initiatives. Provide effective oversight in Maritime implementing agencies. Develop and monitor maritime service level agreements, develop charter guidelines and ensure cost effective maritime administration. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative systems continuity within the work of the Directorate. Prepare and submit implementation plans, monitor quality control of work. Ensure the compilation of the annual and monthly reports and strategic plan of the Directorate. Monitor the planning, organizing and delegation of work. Ensure that monitoring and evaluation are carried out in all areas of the Directorate. Ensure the development and monitoring of staff members. Ensure sound record management of the Directorate. Manage and direct the research development programmes to meet the organizational needs and capitalize on new potential projects.

**ENQUIRIES**
: Mr. M Madiya, Tel No: (012) 309 3329
POST 11/41: DIRECTOR: MARITIME INFRASTRUCTURE AND FREIGHT LOGISTICS
REF NO: DOT/HRM/2020/11
Branch: Maritime Transport
Chief Directorate: Maritime Infrastructure & Industry Development

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria
REQUIREMENTS: A Bachelor's in Maritime Studies or Maritime Transport Economics or Transport Freight Logistics at NQF Level 7 as recognized by SAQA and SMS pre entry certificate plus 5 years' experience must be at senior management or middle management level and experience in the management and regulation of the maritime transport sector/freight logistics. Note: The following will serve as strong recommendation: Above average understanding of management in the maritime transport sector; A strategic thinker who is able to work with individuals and teams at both executive and operational level; Sound knowledge of public administration regulations and procedures; Excellent verbal, liaison and writing communication skills; Strategic leadership and coordination skills; High-level ability to analyse and synthesise information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A track record of managing strategic programmes/projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours.

DUTIES: Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Facilitating the implementation of policies and the Maritime Charter to develop Maritime industries in Ship building, Ship repair, maintenance, conversion and docking facilities in collaboration with the Department of Trade and Industry and Department of Public Enterprise, manage the DOTs relationship with Transnet facilitate implementation of intermodal strategies in the Port Environment. Manage the development of an effective productive South African port industry that is capable of contributing to the economic growth and development of the country and improve port efficiency by conducting research on supply chain logistics. Ensure that port efficiency and maritime freight logistics strategies are developed and implemented as per the DoT requirements. Manage and control the Directorate by ensuring the compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch, Develop a framework, create a conducive environment and provide leadership in stakeholder management. Provide guidance and adequate support for and development of the staff of the Directorate. Establish and maintain governance and administrative system's continuity within the work of the branch develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the quarterly reports, including the analysis of the Ports Regulator's Annual Performance Plans and annual report.

ENQUIRIES: Mr. M Madiya; Tel No: (012) 309 3329

POST 11/42: DIRECTOR: MARITIME POLICY DEVELOPMENT AND LEGISLATION REF NO: DOT/HRM/2020/12
Branch: Maritime Transport
Chief Directorate: Maritime Policy Development

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria
REQUIREMENTS: A recognised NQF level 7 in Maritime/Shipping Law, Maritime/Transport Economics/ Maritime Studies, Policy Studies, International Law as recognized by SAQA and SMS pre entry certificate with 5 years’ experience at senior management or middle management level in Maritime Industry as well as knowledge of the process for Ratification/Accession of Conventions, Drafting of legislation, Policy or Strategy Analysis and Development. Note: The following will serve as strong recommendation: Providing strong, visible and effective leadership; Experience in international Law and negotiation skills; Understanding of South Africa’s role in international politics; Sound background in South African maritime transport; A clear understanding of South African maritime transport policy and the role of maritime transport in
fulfilling government’s broader socio-economic issues; A clear understanding of regional and continental, maritime initiatives of SADC, AU, NEPAD, UN and South Africa’s position thereon; A clear understanding of the goals and priorities of government with regard to social, environmental, political and macro-economic issue: above average understanding of management in the maritime transport sector; A strategic thinker who is able to work with individuals and teams at both executive and operational level; Sound knowledge of public administration regulations and procedures; Excellent verbal, liaison and writing communication skills; Strategic leadership and co-ordination skills; High-level ability to analyse and synthesise information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A good track record of managing strategic programmes/projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours. A thorough understanding of the role of maritime transport in the economy; Developing and maintaining high quality relationships and engaging effectively with international, external and internal key stakeholders; Providing regular reports to applicable authority as required; The ability to write and present papers; The ability to work in a team to accomplish objectives.

**DUTIES:**

The successful candidate will ensure that Maritime Policy and Legislation analysis and development are undertaken in a cooperative manner to foster greater stakeholder engagement and acceptance by: Participating in Audit compliance process in ordinance with international requirement; Ensure that the legislation is aligned to the IMO Conventions and practices; Provide guidance and adequate support for and development of the staff of the Directorate; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch; Establish and maintain governance and administrative system’s continuity within the work of the branch; Develop financial reports for forecasting, trending and results analysis; Prepare and submit implementation plans; Draft legal opinion and advice to legal matters and questions referred to the Chief Directorate; Authorise expenditure; Monitor quality control of work; Ensure the compilation of the annual report and strategic plan of the Directorate; Set budget levels; Monitor the planning, organising and delegation of work; Monitor, analyse & evaluate the performance of corporate communication; Ensure monitoring & evaluation is carried out in all areas of the branch.

**ENQUIRIES:**

Mr D Ntuli; Tel No: (012) 309 3331

**POST 11/43:**

DIRECTOR: INDUSTRY DEVELOPMENT AND AIRFREIGHT REF NO: DOT/HRM/2020/13

Branch: Civil Aviation

Chief Directorate: Aviation Economics and Industry Development

**SALARY:**

R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

**CENTRE:**

Pretoria

**REQUIREMENTS:**

An applicant should be in possession of NQF Level 7 as recognised by SAQA or equivalent qualification in transport and SMS pre entry certificate plus a minimum 6 – 10 years’ relevant experience of which five years must be on senior management or middle management level. Experience in civil aviation would be an added advantage. Note: The following will serve as strong recommendation: Excellent communication (verbal and written); Understand the aviation industry transformation agenda and the airfreight logistics in the country; Sound knowledge of PFMA, Treasury Regulations and MTEF processes; Compilation of management reports; Strategic leadership and capability; Good interpersonal skills; Project and programme management; and Innovative and client orientation, action oriented and result driven.

**DUTIES:**

The successful candidate will: Finalise, implement and monitor the National Civil Aviation Transformation Strategy; Develop skills pipeline through outreach programmes to entice PDI youth into pursuing careers in aviation; Develop and implement relevant frameworks to enhance airfreight logistics; Manage and evaluate the Department’s aviation agencies quarterly performance with respect to agree upon transformation targets; Represent the Department at regional and international for a pertaining to civil aviation training and airfreight logistics; Participate in strategic aviation industry meetings to influence planning; Manage stakeholder queries and Parliamentary questions;
Manage and control the Directorate by providing guidance and adequate support for development of the staff of the Directorate.

ENQUIRIES: Ms T Phewa: Tel No: (012) 309 3205

Chief Directorate: Rural and Scholar Transport Strategy Implementation

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS:
- An appropriate Bachelor Degree in the Public Transport management/Transport Planning/Transport Economics or equivalent degree at NQF Level 7 as recognised by SAQA and SMS pre entry certificate plus a minimum of five years (5) year's relevant experience at senior management or middle management An Honours and or Master's degree will be an added advantage. Note: The following will serve as strong recommendation: Development of public transport strategies and implementation frameworks, National Guidelines on Rural Transport Strategy (RTS) and Integrated Public Transport Network Plans (IPTNs). Project Management skills. Communication skills and Compilation of Management Reports. Knowledge of National Land Transport Act, Public Transport Planning and Rural Transport Strategy is key. Understanding of PFMA and have Computer literacy, the candidate should be willing to travel and work irregular hours.

DUTIES:
- Manage the implementation and maintenance of rural public transport policy and strategies. Develop rural transport network plans. Conduct district municipalities’ Integrated Public Transport Network assessment and project viability studies. Facilitate the development of district municipalities’ operational plans in accordance with the IPTNs. Develop institutional support framework and maintenance of the guidelines. Compile strategic plan and annual performance plan of the Directorate. Facilitate skills development within the directorate. Compile performance reviews and annual assessment reports of the personnel in the directorate. Manage and control the Directorate. Establish and maintain governance and administrative system’s continuity within the work of the Directorate.

ENQUIRIES: Ms A Nchabeleng: Tel No: (012) 309 3231

Chief Directorate: Human Resource Management and Development

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS:
- A relevant undergraduate qualification at NQF Level 7 in human resource or public administration or equivalent as recognised by SAQA and SMS pre entry certificate plus five (5) years of relevant experience in Human Resource Management at a senior management or middle management level. Note: The following will serve as strong recommendations: Knowledge of Public Service Act and Public Service Regulations, Employment Equity Act, Labour Relations Act, Skills Development Act, Financial Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.

DUTIES:
- Develop human resource management and administration strategies and best practices aligned to relevant Acts, legislative prescripts, collective agreements and DPSA and Public Service Commission directives. Ensure strategic human resource planning by developing and implementing the Departmental HR plan and reports. Manage all the recruitment and selection processes including vacancies, adverts, applications, response handling, shortlisting, competency assessments and maintenance of the recruitment and selection database. Conduct research, develop, and implement human resource management policies in line with relevant legislative provisions. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Manage the administration of conditions of service and remuneration of
employees. Manage the placement of staff, service benefits, PERSAL matters and service terminations. Promote and maintain sound employee relations including collective bargaining processes. Manage and control the Directorate including human and financial resources. Ensure that the Directorate complies with all the monitoring and reporting requirements, regulations, rules and lawful instructions. Ensure the provision of relevant Human Resource Management information to support the development of the Strategic Plan and compile the Annual Report. Ensure that relevant human resource management reports are compiled and submitted to relevant authorities. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Directorate.

ENQUIRIES: Adv. A Masombuka, Tel No: (012) 309 3888

Branch: Administration: (Office of the Chief Operations Officer)
Chief Directorate: Human Resource Management and Development

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: An appropriate undergraduate qualification at NQF Level 7 in Management Services, Behaviour Sciences or Humanities, Organisational Development, Work Study, Production Management or equivalent as recognised by SAQA and SMS pre entry certificate plus 5 years relevant experience at senior management or middle management level. Note: The following will serve as strong recommendations: Knowledge of Public Service Act and Public Service Regulations, Employment Equity Act, Labour Relations Act, Skills Development Act: Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project /Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal). Networking abilities, research skills, policy analysis and implementation. Willingness to travel and work beyond normal working hours.

DUTIES: Provide a management advisory and organisational development service to the Department. Manage the provision of job analysis and job evaluation services. Ensure the development of service delivery models and service delivery improvement plans in line with the Operations Management Framework. Develop organisational structures to suit the needs of the Department. Conduct establishment investigations to ensure that posts are correctly defined to suit the needs of the Department. Provide a procedure and method study service. Mainstream the Batho.-Pele Revitalisation Programme. Facilitate the hosting of the annual transport wards. Develop Change Management Strategy integrating People, Systems and Processes. Ensure a planned, systematic process of organisational change, based on behavioural science, organisational design, research and theory. Develop and implement change management interventions, Coordinate Departmental Team Building interventions. Provide access to Employee Assistance Programmes. Coordinate the Transport Sector HIV and AIDS strategy implementation. Develop strategies, operational plans and procedures for the implementation of employee health and wellness programmes, including but not limited to HIV and AIDS, stress, substance abuse and workplace violence. Manage and promote the Employee Health and Wellness Programme within the Department Wellness. Manage the Departmental Wellness centre. Facilitate policy workshops, awareness and educational sessions on HIV and AIDS issues. Ensure that the Department has representation in relevant national and sector Transport sector structures. Manage and control the Directorate including human and financial resources. Constantly monitor and review the impact of workplace interventions. Develop and implement improvement plans and ensure that monitoring and evaluation is carried out in all the areas of the Directorate.

ENQUIRIES: Adv. A Masombuka, Tel No: (012) 309 3888

POST 11/47: DIRECTOR: CONTRACT AND SUBSIDY MANAGEMENT REF NO: DOT/HRM/2020/17
Branch: Public Transport
Chief Directorate: Public Transport Industry Development

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SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor Degree at NQF Level 7 in Transport Management/Transport Planning/Transport Economics as recognised by SAQA and SMS pre entry certificate with 5 years at senior management or middle management experience. Note: The following will serve as strong recommendation: Good knowledge and experience of the public transport sector with specific focus on subsidised bus contracting; sound knowledge of the National Land Transport Act; excellent knowledge of public transport subsidisation and contracting, sound financial management, good interpersonal and people management skills, good verbal and written communication abilities, strategic capabilities and leadership abilities; excellent computer skills, project management knowledge and analytical and problem solving skills.

DUTIES: Manage the Public Transport Operations Grant and control the transfer of subsidies to provinces and ensure adherence to the Public Finance Management Act. Develop and maintain a public transport contract management system and ensure compliance by provinces. Capacitate provinces in the management and administration of public transport contract and subsidy system. Develop, maintain and monitor implementation of the public transport subsidy policy in the country. Provide guidance and adequate support to staff in the Directorate and ensure capacity development. Ensure compliance with all administrative requirements, regulations, rules and instructions and monitor compliance with governance and administrative systems. Monitor budget and expenditure. Ensure compliance with the annual performance plan and strategic plans and make inputs into the Departmental annual report.

ENQUIRIES: Mr L Manamela; Tel No: (012) 309 3638

POST 11/48: DIRECTOR: PUBLIC TRANSPORT STAKEHOLDER MANAGEMENT REF NO: DOT/HRM/2020/18
Branch: Public Transport
Chief Directorate: Public Transport Industry Development

SALARY: R1 057 326 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor Degree at NQF Level 7 in Transport Management or Public Administration or Management as recognised by SAQA and SMS pre entry certificate with 5 years at senior management or middle management experience. Note: The following will serve as strong recommendation: Good knowledge and experience of the public transport sector (bus and taxis); sound knowledge of the National Land Transport Act; ability to establish relationships with a wide variety of stakeholders; good interpersonal and people management skills, conflict resolution skills, good verbal and written communication abilities, strategic capabilities and leadership abilities; excellent computer skills, financial and project management knowledge and analytical and problem solving skills.

DUTIES: Manage public transport stakeholder engagements with specific focus on the taxi and bus sectors. Develop appropriate management strategies to effectively engage public transport stakeholders based on their needs and facilitate implementation. Coordinate and ensure improved inter-governmental relations between the different spheres of government on public transport issues in order to enhance decision-making and accountability. Facilitate and monitor industry support by the Department in the form of training and economic empowerment initiatives. Monitor and manage the assistance rendered to the sectors. Assess public transport stakeholder interests and develop measures and procedures to deal with disputes. Monitor and evaluate the implementation of these measures and procedures. Manage and control the Directorate/Section. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch.

ENQUIRIES: Mr L Manamela; Tel No: (012) 309 3638

Branch: Civil Aviation
Chief Directorate: Aviation Safety, Security, Environment & Search and Rescue
**SALARY**: R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to individual needs.

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate recognised NQF Level 7 in Public Service Administration/Public Service Management/ B Admin/BA/B Com or degree in Civil Aviation Management as recognized by SAQA and SMS pre entry certificate. Relevant experience in the field of Airports and Airspace is required of which 5 years’ experience must be at senior management or middle management level. Note: The following will serve as strong recommendation: Compilation of management reports; an extensive knowledge of the Public Finance Management Act and experience in aviation Industry. Excellent management skills required.

**DUTIES**: Promote and coordinate the planning and development of an integrated airport infrastructure management network. Finalization and implementation of the National Airports Development Plan (NADP). Participate in fora dealing with the environmental impact on aviation infrastructure. Represent South Africa (DOT) on regional- and international airspace fora. Participate/Chair i.r.o industry Committees. Facilitation of development and the implementation of the National Airspace Master Plan, annually, if required. Implementation of the National Civil Aviation Policy (NCAP) from an Airspace Perspective. Coordination with DEA regarding the NEMA Act on airspace matters. Monitor the development of regulatory frameworks as implemented through ATNS and ACSA. Management of the Airports and Airspace Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Public Service.

**ENQUIRIES**: Adv. A Masombuka Tel No: (012) 309 3888

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**SALARY**: R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to the individual needs.

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate recognized NQF level 7 in Financial or equivalent qualification as recognized by SAQA and SMS pre entry certificate at least five years’ experience at senior management or middle management level in finance environment and analysis of financial models. Note: The following will serve as strong recommendations: Strategic thinker who is able to work with individuals and teams at both executive and operational levels. Excellent communication (verbal, liaison and writing) skills. Strategic leadership and co-ordination skills. High-level ability to analyse and synthesise information and to formulate policies and strategies. Extensive knowledge of Public Finance Management Act and other related legislations and regulations. A good track record of financial projects including project finance.

**DUTIES**: Evaluate funding options for transport modes. Develop/recommend financial models for transport entities. Prepare and submit implementation plans for donor funding projects, oversee the receipt and spending of donor funds. Evaluate infrastructure-spending plans of the three spheres of government and transport entities. Liaise with all finance institutions stakeholders to encourage funding investment in transport projects. Consult with transport entities on their funding requirements. Undertake comprehensive benchmark studies where required. Develop optimum capital structures and determine the optimal size and capacity of organization that are responsible for transport infrastructure spending. Assess whether infrastructure spending by the sphere of government and transport public entities are spent optimally and advises as and when necessary. Oversee the preparation of working papers and approved budgets for infrastructure spending needs in the transport sector. Ensure that infrastructure expenditures are monitored and that reports are prepared to maintain balance accounts.

**ENQUIRIES**: Mr M Ngcamu, Tel No: (012) 309 3693

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**POST 11/51**: **DIRECTOR: ROAD FUNDING AND ECONOMIC REGULATIONS** REF NO: DOT/HRM/2020/21
Branch: Road Transport
Chief Directorate: Road Infrastructure and Industry Development
**SALARY**
R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to the individual's needs.

**CENTRE**
Pretoria

**REQUIREMENTS**
A Bachelor of Commerce degree in Financial Management, Transport Economics or Accounting at NQF Level 7 as recognized by SAQA and SMS pre entry certificate. A postgraduate degree will serve as a strong recommendation. The incumbent should have at least 6 – 10 year work experience of which 5 years must be at senior management or middle management level. Note: The following will serve as strong recommendation; Understanding of relevant prescripts, economic regulatory and policy development skills. Analytical and problem-solving skills. Strategic capability and leadership. Communication skills. Client orientation and customer focus. Must be willing to travel extensively and work irregular hours. Computer applications and working with large database files; appropriate work experience and knowledge of Public Sector funding administration and Roads Regulatory Environment. Must have knowledge of Economic regulations; Financial, Strategic, People, Change, and Project Management. Knowledge of Public Finance Management Act, DORA National Treasury Regulations and Government Processes. Knowledge in Management Systems Implementation; Valid driver’s license.

**DUTIES**
Manage economic regulatory framework and policy for the roads sector. Manage and control road funding and the transfers to Road Agencies, Provinces and Municipalities and ensure compliance to Treasury processes and prescripts. The incumbent will be expected to take overall responsibility for verification that all projects are registered on the Government Information Systems i.e. the IRM, the QPR & the EPWP MIS. Monitoring, evaluation and reporting on progress and expenditure received from the monthly IRM, QPR & EPWP MIS for all registered projects. Must be able to contribute/participate in the development of institutional, legal and economic regulatory framework for roads, freight and cross boarder activities. Conduct risk-profiling exercises to identify and sample the list of projects for physical inspections and/or further investigations on an on-going basis. Monitoring and evaluation of data to determine unit costing and budgets to implement future projects. Develop sound financing strategies, options and models for road infrastructure financing. Develop, maintain and update infrastructure-funding models in collaboration with all three spheres of government. To increase the scope of private involvement in infrastructure development. Develop multimodal policy and investment assessments tools. Maintain effective liaisons with stakeholders. Manage and control the directorate.

**ENQUIRIES**
Mr. W Maphakela Tel No: (012)3093519 or Mr. L Malapane Tel No: (012)3093543

**POST 11/52**
**DIRECTOR: ICT INFRASTRUCTURE REF NO: DOT/HRM/2020/22**
Branch: Transport Information Systems
Chief Directorate: Chief Information Officer

**SALARY**
R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to the individual’s needs.

**REQUIREMENTS**
An appropriate Information Technology at NQF Level 7 as recognized by SAQA and SMS pre entry certificate at least six ten (6-10) years’ extensive experience in ICT environment of which 5 years must be at senior management level or middle management level. Note: The Following will serve as strong recommendations: Ability to liaise with people at all levels. Extensive experience in management of IT operations which include desktop support LAN/WAN support, serve administration, IT systems security in Microsoft, Novell and open source environments; Experience in management of vendors and service level. Report and systems documentation writing skills; Keen interest in Open Source software. Understanding of the role of IT as a strategic resource to improve service delivery.

**DUTIES**
Manage the ICT Infrastructure Directorate, its administration, human resource and budget. Manage the ICT maintenance and upgrade of IT infrastructure. Manage Service Level Agreement with Internal Stakeholders and Contract Management with Service Providers. Manage the development and implementation of IT policies, procedures, disaster recovery/backup and virtualization strategies. Ensure quality of service in terms of agreed standards. Advice the Chief Information Officer on critical IT intervention measures on business.
ENQUIRIES : Mr B Didiza, Tel: (012) 309 3593

Branch: Transport Information Systems
Chief Directorate: Chief Information Officer

SALARY : R1 057 326 per annum (All-inclusive salary package) of which 30% may be structured according to the Individual’s needs.

REQUIREMENTS : An appropriate in Information Technology Systems/Analysis at NQF Level 7 as recognized by SAQA and SMS pre entry certificate at least six-ten (6-10) years’ extensive experience in ICT environment of which 5 years must be at senior management or middle management level. Note: The Following will serve as strong recommendations: Ability to liaise with people at all levels. Extensive experience in management of ICT operations, which include system analysis, Programming and Application development. Experience in management of contracts. Report and systems documentation writing skills; Keen interest in Open Source software. Understanding of the role of IT as a strategic resource to improve service delivery.

DUTIES : Align the Department’s Information and Communication Technology (ICT) strategy (as enabler) with the strategic direction, management plan and business process of the department. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the department. Development and annual business plan and operating budget for the directorate and monitor the implementation of these to ensure that business and financial target are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Ensure effective development and maintenance of various systems and aligned to the approved architecture. Ensure effective development and maintenance of various systems. Management’s contracts. Promote effective management of information and communication technology as enabler as strategic resources. Create and enabling environment for other managers to perform their functions more effectively and efficiently. Represent the Department at the relevant committees. Advice the Chief Information Officer on critical IT innervations measures in business.

ENQUIRIES : Mr B Didiza, Tel No: (012) 309 3593
PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.
Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply.
Employment Equity targets of the Department will be adhered to.

APPLICATIONS:
Should be directed to: The Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605
Hand Delivery: Phalo House, Phalo Avenue, Bhisho

FOR ATTENTION:
Mr T. Gantsho

CLOSING DATE:
03 April 2020

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

MANAGEMENT ECHELON

POST 11/54
GENERAL MANAGER: ECONOMIC DEVELOPMENT REF.NO: DEDEA/2020/03/01

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

CENTRE:
King Williams Town

REQUIREMENTS:
Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA majoring in Economics, Business Economics, Business Management. A Master’s degree in the same will be an added advantage. In addition, minimum of (5-10) years’ experience in an Economic Development environment at a senior managerial level. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver’s license is required.

DUTIES:
Direct the development and implementation of economic development policies, sector strategies and programmes. Direct the development and implementation of tourism policies and strategies. Direct and manage trade promotion and investment facilitation. Direct and manage enterprise development and Local & Regional Economic development policies, strategies and programmes. Direct economic development initiatives in line with the National Development Plan, Provincial Development Plan, Provincial Economic Development Strategy and relevant sector strategies. Strategically direct consumer protection and business regulatory services. Manage and oversee performance of DEDEAT Public Entities. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

ENQUIRIES:
can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 11/55
DIRECTOR: TRADE AND INVESTMENT PROMOTION REF.NO: DEDEA/2020/03/02
(Re ‒ Advertisement)
SALARY : R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE : King Williams Town
REQUIREMENTS : Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA) or equivalent qualification majoring in Economics/Business Management/Marketing in trade or investment environment. A postgraduate degree in the same will be an added advantage. In addition, minimum of five (5) years’ experience at a middle/ senior management level in at least Trade Promotion, Trade negotiations, Investment facilitation environment.
Knowledge and understanding of the Eastern Cape Economy and relevant economic sectors. The following skills and attributes are required: Policy development and Implementation, Advanced computer literacy, Financial Management, Quantitative Capability, Research Management, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. Valid driver’s license required.

DUTIES : Manage and coordinate policy and strategy development and implementation thereof. Manage the development of trade and investment promotion instruments. Manage processes to monitor, evaluate and report on the sustainable impact of trade and investment promotion policies, strategies, programmes and instruments. Manage the provisions of technical advisory and support services to the DEDEAT Group. Establish partnerships to support trade and investment promotion programmes, projects and departmental policy directives. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091.

POST 11/56 : REGIONAL DIRECTOR REF. DEDEA/2020/03/03
SALARY : R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE : Chris Hani Region
REQUIREMENTS : Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA) or equivalent qualification majoring in Economic Management and/or Environmental Management. 5 Years’ experience in the area of economic development or environmental management at middle/senior managerial level. Executive management experience and technical skills of the core business practices of the Department. The following skills and attributes are required: Policy development and Implementation, Advanced computer literacy, Financial Management, Quantitative Capability, Research Management, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. Valid driver’s license required.

DUTIES : Facilitate, at a strategic level, the alignment of Municipal Planning processes with the province’s economic and business development strategy and instruments. Coordinate processes, at a strategic level, with metro, district and local municipalities to enhance compliance with NEMA, national and provincial environmental management norms and standards. Lead and coordinate inter-governmental economic and business development processes within the area of operation to inter alia ensure an integrated development approach, prevent duplication, sustainability and coordinate processes to unblock identified implementation barriers. Manage and direct cluster coordination processes at local and regional level to synchronise national, provincial, local, private and civil society economic and business development initiatives. Oversee processes to identify and mainstream “green” initiatives in support of sustainable economic growth and creation of decent jobs in the area of operation. Coordinate and oversee the provisioning of technical environmental management support services to local government institutions within the area of operation.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

OTHER POSTS

POST 11/57 : DEPUTY DIRECTOR: TOURISM DEVELOPMENT REF.NO: DEDEA/2020/03/04
SALARY : R733 257 – R863 748 per annum (Level 11)
CENTRE : King Williams Town
**REQUIREMENTS**: Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA Majoring in Tourism/Hospitality Sciences. 5 Years’ supervisory experience in the Tourism industry of which 3 years must have been at the Assistant Manager level. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver’s license is required.

**DUTIES**: Promote quality products and responsible tourism practices. Develop and maintain monitoring and evaluation instruments, norms and standards to measure the impact of tourism growth and development instruments. Analyse data and develop impact reports. Provide early warning services to senior management. Identify the resource (financial, human and equipment) needs of the Sub-Directorate required to optimally support the implementation of the Work Plan. Supervise the effective and efficient utilisation of the financial resources of the Sub-Directorate. Monitor evaluate and report on the effective and efficient utilisation (value for money) of allocated resources. Provide input on strategic, annual and work planning processes for the Directorate and generate the prescribed performance reports. Identify the utilisation of technology in support of the Sub-Directorate’s business processes and initiate processes acquire such technologies.

**ENQUIRIES**: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

**POST 11/58**: ASSISTANT DIRECTOR: CONSUMER PROTECTION REF. NO: DEDEA/2020/03/05

**SALARY**: R376 596 – R454 920 per annum (Level 9)

**CENTRE**: Joe Gqabi Region

**REQUIREMENTS**: Senior Certificate, B. Degree (NQF level 7) qualification in Law, Consumer Protection. Legal background and experience in Consumer Protection will serve as an advantage. In addition, 2 - 3 years’ relevant experience of which 1 year must be a supervisory experience. Broad understanding of all consumer protection legislation. Strong technical skills and people management skills. Computer literacy. Must be in possession of a valid driver’s license. Supervisory Experience and knowledge of the region and willingness to travel across the region and between Head Office and region will be an added advantage.

**DUTIES**: Manage and direct processes to analyse consumer awareness trends within the area of operation. Manage and coordinate processes to develop a strategy to promote and empower consumers on their rights and obligations in terms of the legislative and policy framework. Develop collaborative strategic relationships with stakeholders and non-governmental structures within the area of operation to muster support for the roll-out of the awareness strategy. Oversee processes to monitor, evaluate and report on the impact made by the implementation of the district consumer awareness strategy and facilitate corrective action where required. Manage the provisioning of mediation services between the consumers and service providers to resolve disputes fairly and amicably. Coordinate processes to refer unresolved complaints to the Consumer Tribunal, monitor progress and inform affected consumers accordingly. Monitor and evaluate consumer complaint trends in the area of operation and develop strategies to mitigate the impact of such trends. Engage with organised business and individual businesses on identified trends and strengthen awareness on applicable legislation and good practice arrangements as a preventative mechanism. Oversee and direct the development and maintenance of a district specific database for consumer affairs. Manage the provisioning of a "one-stop" information services on consumer matters in the area of operation.

**ENQUIRIES**: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

**DEPARTMENT OF EDUCATION**

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.
APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605 or hand-deliver at Steve Vukile Complex, Zone 6 Zwelitsha, for attention Ms S Nieuwenhuys.

CLOSING DATE: 03 April 2020, 15h45.

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

Applications for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 11/59: DIRECTOR: ORGANISATIONAL DEVELOPMENT REF.NO: ECDOE D-OD/01/03/2020

Purpose: To provide advice and professional support to ensure that the organisational objectives are supported by an adequate and streamlined establishment. To manage the provisioning business process management and organisational effectiveness optimisation services. To establish and sustain an organisational effectiveness and change management function. To manage the change management interventions that contribute to the creation of an effective organisation culture which recognises and values both individual and team contributions to organisational effectiveness.

SALARY: R1 057 326 per annum (Inclusive package) the successful candidate will be required to sign a performance agreement.

CENTRE: Head Office – Zwelitsha

REQUIREMENT: Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA) in Human Resources/ Psychology/ and or Behavioural Sciences. A post graduate qualification will be an advantage. A minimum of 5 years’ experience in a middle management position, specifically in the field of OD, change management, or strategy development environment. A valid code 08 driver’s license is essential.

DUTIES: Design and implement an Organisational Development Strategy in support of the Department’s objectives. Facilitate the development Business Process Management. Facilitate strategic interventions in the areas of Organisational Development and Change Management. Promote organisational effectiveness and change management competencies through education, partnership and consultation. Ensure compliance with relevant prescripts and directives. Integration of organisational culture, vision and values across the Department. Ensure that a conducive environment is maintained to support the wellness of employees. Management of Employee Relations. Provide leadership to the Organisational Development team in collaboration with other Human Resource functions.

ENQUIRIES: Mr T Maseou Tel No: (040) 6084537

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William’s Town, for the attention of Mr. M Madonci or Post To The Director: HRA: Social Development, Private Bag
Enquiries can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Mr M. Madonci Tel No: (043) 605-5110.

Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mount Ayiiff, 4735 or hand deliver at Room 7 Mt Ayiliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Zondo at Tel No: (039) 2540900

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at Tel No: (043) 7116626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula. Enquiries may be directed to Mr M. Yonana at Tel No: (043) 705-5650/Ms P. Kula Tel No: (043) 705-5638.

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at Tel No: (045) 808-3709

Joe Gqgabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North. Enquiries may be directed to Ms N. Duba at Tel No: (051) 633-1616 Or Mr S Luzipho at Tel No: (051) 633-1609.

Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Building, Straundale Road Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750

Sarah Baartman: The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at Tel No: (046) 636-1484

O.R. Tambo: The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at Tel No: (047) - 5310944, 03 April 2020.

Closing Date: 03 April 2020.

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

MANAGEMENT ECHELON

POST 11/60: DISTRICT DIRECTOR: AMATHOLE DSD 01/03/2020 & OR TAMBO REF NO: DSD 02/03/2020 (X2 POST)

SALARY: R1 057 326 per annum (Level 13)

CENTRE: Provincial Office
**REQUIREMENTS**: Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development with at least 5 years proven managerial experience. Sound Knowledge of Public Management Framework will serve as a recommendation. Post graduate Degree will be an added advantage. A valid driver’s license is the must. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.

**DUTIES**: Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery.

**ENQUIRIES**: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Ms A Njaba Tel No: (043) 605-5110

**OTHER POSTS**

**POST 11/61**: NAME: DEPUTY DIRECTOR: ADMINISTRATION REF NO: DSD 03/03/2020

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

**CENTRE**: Alfred Nzo: Mount Frere

**REQUIREMENTS**: Senior Certificate, B. Degree (NQF Level 7) in Public Administration or equivalent qualification. 3 to 5 years’ relevant experience of which 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.

**DUTIES**: Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.

**ENQUIRIES**: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Ms A Njaba Tel No: (043) 605-5110

**POST 11/62**: SOCIAL WORK SUPERVISOR GR1 Ref No. DSD 04/03/2020 (X7 POSTS)

**SALARY**: R384 228 per annum


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

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

**ENQUIRIES**: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Ms A Njaba Tel No: (043) 605-5110

**POST 11/63**: SOCIAL WORK SUPERVISOR GR1 (SERVICE OFFICE MANAGER) REF NO. DSD 05/03/2020 (Re-advertised)

**SALARY**: R384 228 per annum

**CENTRE**: Sarah Baartman: Grahamstown Service Office (1 Post)

**REQUIREMENTS**: Senior Certificate, B. Degree (NQF Level 7) in Social Work, plus a minimum of 7 years’ appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South African driver’s license is a prerequisite. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies. Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in a highly unionized environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

**DUTIES**: Undertake social work research, development and contribute to the development of policies. Ensure that all the administration functions required in the Service Office are performed to the required standard. Coordinate, facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community-based Care and integrated and development programmes. Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers.

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

**POST 11/64**: ASSISTANT DIRECTOR: SECURITY MANAGEMENT (INFORMATION SECURITY) REF NO: DSD 06/03/2020

**SALARY**: R376 596 per annum (Level 9)

**CENTRE**: Provincial Office - King Williams Town

**REQUIREMENTS**: Senior Certificate, B. Degree/Diploma (NQF Level 7/6) in Security Management/Risk Management/Police Administration/Policing/Law or Criminal Justice. Minimum 5 years’ experience in the security field of which 3 should be on a supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver’s license. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to security clearance processes. Knowledge And Skills:
Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Basic knowledge of electronic security systems relating to access control and close circuit television surveillance. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision-making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.

**DUTIES**


**ENQUIRIES**

can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

**POST 11/65**

**ASSISTANT DIRECTOR: FINANCE**

**REF NO:** DSD 07/03/2020

**SALARY**

R376 596 per annum (Level 9)

**CENTRE**

Joe Gqabi

**REQUIREMENTS**

Senior Certificate. B. Degree (NQF Level 7) in Financial Management or equivalent qualification with five(5) years relevant experience of which three (3) years must have been at a supervisory level in the relevant field OR Matric with (10) years working experience in financial management of which three(3) years should have been at supervisory level. A valid South African driver license in prerequisite. Computer literacy

Competencies: Knowledge of and practical experience in the Basic Accounting System, Supply chain Management and budget processes in Government. The ability to work extended hours, the ability to work under pressure. Good Communication skills. Sound analytical, statistical and problem-solving skills.

**DUTIES**

Manage all budget control duties as specified in the PFMA and Treasury Requirements. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk.

**ENQUIRIES**

can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
POST 11/66 : ASSISTANT DIRECTOR: NPO NO: DSD 08/03/2020
(Re-advertised)

SALARY : R376 596 per annum (Level 9)
CENTRE : Head Office
REQUIREMENTS : Senior Certificate, B. Degree (NQF Level 7) with Accounting/Internal Auditing
with Accounting with five (5) years relevant experience of which three (3) years must have been at a supervisory level in the relevant field. A valid South African driver license in prerequisite. Computer literacy and BAS/SDIMS. Competencies: Knowledge of PFMA, treasury regulations and PFA. Knowledge of BAS and SDims, Good Communication skills, verbal and written. Ability to work under pressure and meet deadlines. Strong Excel Spreadsheet proficiency. Knowledge of and experience in the Social Development Sector.

DUTIES : Analyse financial data and compile financial reports. Support Districts on funding and disbursement processes. Liaise with Core Programs on allocated budget for the NPO Sector and related modalities. Prepare and present expenditure reports for the Province. Monitor & report on spending trends. Analyse NPOs’ spending trends to relate to further allocations. Follow up and improve on Audit Findings. Monitor claim submission by Districts effective and efficient risk.

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

POST 11/67 : SOCIAL WORKERS GR1 NO: DSD 09/03/2020 (X14 POSTS)

SALARY : R257 592 per annum
CENTRE : Amathole: (Dutywa Service Office, Cathcart Service Office), BCM: (Zwelitsha LSO), NMM: (District Office, Motherwell Service Office, Ernes Malgas Treatment Centre), Sarah Baartman: (Janesville Service Office), OR Tambo: (Lusikisiki Service Office, Libode Area Office, Ngqeleni Service Office, Ngquzu Hill LSO, KSD Area Office, KSD Area Office, Umluthatha Area Office).

REQUIREMENTS : Senior Certificate, B. Degree (NQF Level 7) in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver’s license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

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

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

POST 11/68 : STATE ACCOUNTANT: NPO MANAGEMENT (2 POSTS)
(Re-advertised)

SALARY : R257 508 per annum (level 7)
CENTRE : Sarah Baartman: Grahamstown Local Service Office Ref No: DSD 10/03/2020 (1 post)
Humansdorp Local Service Office Ref No: DSD 11/03/2020 (1 Post)
Graaf Reinet Local Service Office Ref No: DSD 12/03/2020 (1 Post)

REQUIREMENTS : Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Finance or Internal Auditing with three years relevant experience or Senior Certificate with at least five years relevant experience working in finance administration. Computer Literacy. Previous work with NPO’s will be an added advantage.
Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and Persal.

DUTIES: Prepare claims in line with budget. Expedite submission of claims by NPO's. Reconcile expenditure with budget. Maintain database of NPO's. Prepare monthly and annual expenditure reports.

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

POST 11/69: STATE ACCOUNTANT REF NO: DSD-13/03/2020 (Re-advertised)

SALARY: R257 508 per annum (level 7)
CENTRE: Sarah Baartman: District Office (1 Post)
REQUIREMENTS: Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Finance or Internal Auditing with a minimum of two (2) years' relevant experience OR Senior Certificate (Matric) with at least 10 years' relevant experience. Computer Literacy. A valid South African driver's license will be an added advantage. Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and Persal.

DUTIES: Manage and effect employee deductions. Draw Persal exceptions and identify reconciling items Perform Persal/Bas reconciliation. Approve Bas/Persal transaction. Maintain proper filling of documentation. Clear and reconcile suspense accounts. Render tax administration and distribution services for the department. Prepare monthly and yearly tax reconciliations. Render distribution of payrolls and pay slips also supervise subordinates.

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

POST 11/70: ADMIN OFFICER: NPO (COMPLIANCE AND MONITORING) (2 POSTS) (Re-advertised)

SALARY: R257 508 per annum (level 7)
CENTRE: Sarah Baartman: Grahamstown Local Service Office Ref No: DSD 14/03/2020 (1 Post)
Humansdorp Local Service Office Ref No: DSD 15/03/2020 (1 Post)
REQUIREMENTS: Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Administration/Accounting/equivalent qualification plus a minimum of 2 years practical experience OR Grade 12/equivalent qualification with five (5) years relevant experience in administration environment. Previous work with NPO's will be an added advantage. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.

DUTIES: Manage the claim submission process of NPO's. Conduct records and document management both manually and electronically. Update and process information from the helpdesks. Update and process information from the NPO's.

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

POST 11/71: ADMIN. OFFICER – CRIME PREVENTION SUPPORT REF NO: DSD 16/03/2020

SALARY: R257 580 per annum (Level 7)
CENTRE: Provincial Office Office

DUTIES: Request BAS and LOGIS reports for the reconciliation purposes. Provide supply chain clerical support services, capture and consolidate performance information. Ensure timeous submission of claims by the District Office and Provincial Office for funding and/or payment. Submit weekly, monthly and
quarterly reports. Ensure compliance with the departmental policies and regulations. Check record and ensure that proper filing is done. Attend all payment related queries. Prepare monthly accrual reports. Reconcile commitments and suppliers accounts.

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

**POST 11/72**
**PROV ADMIN OFFICER REF NO: DSD 17/03/2020**
(Re-advertised)

**SALARY**
R257 508 per annum (level 7)

**CENTRE**
Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Administration or equivalent qualification with two (2) year’s relevant working experience OR Senior Certificate (Matric) with 10 years’ relevant experience. Computer literacy. Knowledge of MIS procurement process. A valid South African driver’s license will be an added advantage. Competencies: Good reading and writing skills. Administration skills. Ability to work under pressure. Knowledge of the Public Service Legislations, policies and procedures such as PFMA, PPPFA, GIAMA.

**REQUIREMENTS**
Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Administration or equivalent qualification with two (2) year’s relevant working experience OR Senior Certificate (Matric) with 10 years’ relevant experience. Computer literacy. Knowledge of MIS procurement process. A valid South African driver’s license will be an added advantage. Competencies: Good reading and writing skills. Administration skills. Ability to work under pressure. Knowledge of the Public Service Legislations, policies and procedures such as PFMA, PPPFA, GIAMA.

**DUTIES**
Monitor and reconcile all payments weekly. Retrieve reports on MIS and BAS. Conduct records and document management on both manually and electronically. Monitor budget expenditure against the cash flow projections weekly. Capture data on Infrastructure Reporting Module, commit funds and payment of service providers on MIS, Consolidate monthly and Quarterly reports of the unit. Responsible for variety of duties related to Infrastructure and Facilities management.

**ENQUIRIES**
can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Ms A Njaba Tel No: (043) 605-5110

**POST 11/73**
**SYSTEM ADMINISTRATOR (NETWORK CONTROLLER: IMST) REF NO: DSD 18/03/2020**

**SALARY**
R257 508– R248 781 per annum (level 7)

**CENTRE**
OR. Tambo-District Office

**REQUIREMENTS**
Matriculation with international recognized certification such as A+, N+, or MCSE or Tertiary Education in ICT/Electronics. Minimum of three years’ experience in the field of LAN and Desktop user support. Minimum code 8 Driver’s license is compulsory. Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LAN and LAN equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software related problems in ICT user equipment. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, servers and routers.

**DUTIES**
To perform all ICT end user Technical Support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in systems software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.

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

**POST 11/74**
**ADMIN OFFICER TO THE FOLLOWING DISTRICTS REF NO: DSD 19/03/2020**

**SALARY**
R257 508 per annum (level 7)

**CENTRE**
Nelson Mandela Metro: District Office DSD or Tambo: KSD Area Office

**REQUIREMENTS**
Senior Certificate, B. Degree National Diploma (NQF Level 6/7) in Administration/Accounting/equivalent qualification with a minimum of two (2) years’ relevant experience OR Senior Certificate (Matric) with 10 years’ relevant experience. A valid South African driver’s license will be an added advantage. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of
procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.

**DUTIES**
Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.

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

**POST 11/75**
**ADMIN CLERK: ICT REF NO: DSD 20/03/2020**

**SALARY**
R173 703 per annum (level 5)

**CENTRE**
Provincial Office (K.W.T)

**REQUIREMENTS**
Senior Certificate/equivalent qualification with one (1) year experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Interpersonal relationship. Computer literacy. One (1) year Public Service internship programme experience will be given preference. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

**DUTIES**
Render general administrative support services. Provide ICT helpdesk support services within the Province. Provide personnel administration clerical support services. Provide financial administration support services within the ICT branch. Render secretarial service to the directorate. Records keeping and document management function.

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

**POST 11/76**
**ADMIN CLERK: NPO (COMPLAINECE AND MONITORING) REF NO: DSD 21/03/2020**
(Re-advertised)

**SALARY**
R173 703 per annum (level 5)

**CENTRE**
Sarah Baartman: Grahamstown Local Service Office (1)

**REQUIREMENTS**
Senior Certificate/equivalent qualification. Computer literacy. Previous work with NPO's will be an added advantage. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability

**DUTIES**
Print claims and align with relevant programs. Expedite submission of claims by NPO's. Assist state accountants in budget management and monitoring of expenditure patterns of funded organisations. Follow up on poor expenditure patterns and provide support. Maintain proper record keeping. Provide Support to NPO forums.

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

**POST 11/77**
**ACCOUNTING CLERK REF NO: DSD 22/03/2020**
(Re-advertised)

**SALARY**
R173 703 per annum (level 5)

**CENTRE**
Sarah Baartman: Grahamstown Local Service Office (1 Post)

**REQUIREMENTS**
A Senior Certificate or equivalent qualification with Accounting/Finance as a passed subject. Computer literacy. Competencies: Knowledge of BAS and Persal system will be an added advantage.

**DUTIES**
Obtain and arrange invoices for payments. Match invoices with GRVs's and property file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.
ENQUIRIES: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 Or Ms A Njaba Tel No: (043) 605-5110

POST 11/78: ADMIN CLERK (2 POSTS) (Re-advertised)

SALARY: R173 703 per annum (level 5)
CENTRE: Sarah Baartman: Humansdorp Local Service Office Ref No. DSD 23/03/2020 (1 Post)
Camdeboo Local Service Office Ref No. DSD 24/03/2020 (01 Post)

REQUIREMENTS: Senior Certificate. Computer literacy. Competencies: Good understanding of Public Service rules, policies and regulations, Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability

DUTIES: Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District.

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

POST 11/79: SOCIAL AUXILIARY WORKER: NPO MANAGEMENT GR 1 (4) (2 POSTS) (Re-advertised)

SALARY: R148 215 per annum
CENTRE: Sarah Baartman: Humansdorp Local Service Office Ref N: DSD 25/03/2020 (1 Post)
Grahamstown Local Service Office Ref No: DSD 26/03/2020 (2 Posts)
Graaf-Reinet Local Service Office Ref No: DSD 27/03/2020 (1 Post)

REQUIREMENTS: Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year of proof of registration). Computer literacy. A valid South African driver's license is a prerequisite. Previous work with NPO's will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

DUTIES: Assist Community Development Practitioner in the implementation of registration and compliance function. Maintain database of registered NPO's. Provide support social workers in monitoring the performance of funded NPO's.

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

POST 11/80: SOCIAL AUXILIARY WORKER GR 1 (X3 POSTS)

SALARY: R148 215 per annum
CENTRE: Amathole: Social Auxiliary Worker, Ref No: DSD 28/03/2020
NMM: Zwide Service Office. Ref No: DSD 29/03/2020
Sarah Baartman: Joubertina Service Office Ref No: DSD 30/03/2020

REQUIREMENTS: Grade 12 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

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

ENQUIRIES: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
### POST 11/81: CHILD & YOUTH CARE WORKER GR1 (3 POSTS)

**Salary:** R199 188 per annum  
**Centre:**  
BCM: John X Merrimen. Ref No: DSD 31/03/2020  
NMM: X2 Enkuselekweni Secure Care Centre. Ref No: DSD 32/03/2020  
Or Tambo: Qumbu Secure Centre. Ref No: DSD 33/03/2020

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

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

**Enquiries:** can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

**Note:** N.B preference will be given to persons with disabilities.

### POST 11/82: DRIVER REF NO. DSD 34/03/2020

**Salary:** R122 596 per annum (Level 3)  
**Centre:** Provincial Office (K.W.T)

**Requirements:** Senior Certificate/equivalent qualifications. A valid South African driver's license and PDP is a prerequisite. At least 2 years’ experience as a driver. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.

**Duties:** Responsible for transportation of departmental officials to various destinations across the Province, transporting officials to and from Airport, Assist in delivering of mail to various points, Taking vehicle to service/maintenance purposes, Assist in loading and off-loading of Departmental good.

**Enquiries:** can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

### POST 11/83: CLEANER REF NO. DSD 35/03/2020 (1 POST)

**Salary:** R102 534 per annum (Level 2)  
**Centre:** NMM: Enkuselweni

**Requirements:** ABET Level 1-4 or NQF Level 1 to 3. Grade 8 certification. Be able to work shifts including weekends and public holidays. Competencies: Possess good communication skills. Possess physical strength to cope with the demands of the position. Be able to work in a team.

**Duties:** Clean inside and outside premises as directed. Open windows every day for hygiene and infection control purposes. Ensure waste removal from workstations and within the premises. Safeguard all master and spare keys used for cleaning purposes. Prepare boardroom and refreshments for meetings and gatherings. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

**Enquiries:** can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
GRADUATE INTERNS
Workplace training runs for the period of (24 months)

POST 11/84 : EPWP INTERNS REF NO: DSD 36/03/2020 (8 POSTS)
Re advert
STIPEND : R73 004 per annum
CENTRE : Ref Alfred Nzo: District Office; Amathole: District Office; BCM: District Office; Chris Han: District Office; Joe Gqabi: District Office; NMM: District Office; Sarah Baartman: District Office; Tambo: District Office; Provincial Office (Standard 10/Grade 12 plus Bachelors Degree in Library and Information System or B Tech in Information Science or National Diploma in Archival Science or National Diploma/Degree in Records Management.
REQUIREMENTS : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

POST 11/85 : LABOUR RELATIONS INTERNS REF NO: DSD 37/03/2020 (2 POSTS)
(Re-advertised)
STIPEND : R73 004 per annum
CENTRE : Head Office
REQUIREMENTS : Standard 10/Grade 12 plus B. Degree in Labour Relations or LLB
ENQUIRIES : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

POST 11/86 : HUMAN RESOURCE MANAGEMENT INTERNS REF NO: DSD/HRM 37/03/2020 (3 POSTS)
(Re-advertised)
STIPEND : R73 004 per annum
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus National Diploma/BDegree in Human Resource Administration.
ENQUIRIES : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

POST 11/87 : FINANCE INTERNS REF NO: DSD/FIN 37/03/2020 (3 POSTS)
(Re-advertised)
STIPEND : R73 004 per annum
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus National Diploma in Financial Management or Cost and Management Accounting OR B. Degree in Commerce.
ENQUIRIES : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

POST 11/88 : LEGAL INTERNS REF NO: DSD/LGL 38/03/2020 (3 POSTS)
(Re-advertised)
STIPEND : R73 004 per annum
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus LLB Degree
ENQUIRIES : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

POST 11/89 : POPULATION AND RESEARCH INTERNSHIP REF NO: DSD 39/03/2020 (8)
(Re-advertised)
STIPEND : R73 004 per annum
CENTRE : Head Office
REQUIREMENTS : Standard 10/Grade 12 plus National Diploma /BDegree in Social Science. Applicants to have done course in population studies and demography towards obtaining their degrees. Experience in undertaking a research project at undergraduate or post graduate level is required.
DUTIES : Assist with data collection and basic analysis of data. Develop basic demographic profiles for districts. Collate analyse statistical information for district. Contribute to the determination of trends in service delivery. Support
the district with research information. Compile research needs for districts. Provide logistical support for the dissemination of research information within the districts including communities. Provide logistical support for the implementation of population capacity development programmes in districts. Provide elementary support with the monitoring of population programmes.

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

DEPARTMENT OF SPORTS RECREATION ARTS AND CULTURE.
The Department of Sports Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Head Office Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605 Enquiries – Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartbooi Tel No: (043) 492 0949

Alfred Nzo District: 4726 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 Or Hand deliver to: No 67 Church Street Mt Ayliff Attention Mr Gugwana Tel No: (039) 492 0297/082 542

Joe Gqabi District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 Or Hand deliver to: No. 27 Queens Terrance, Aliwal North. Attention Mr Y Dlamkile: Tel No: (051) 492 4774/071 812 6015

FOR ATTENTION: The Acting Director-HRM
CLOSING DATE: 03 April 2020
NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

OTHER POSTS

POST 11/90 : HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF.NO: DSRAC 03/03/2020

SALARY : R316 791 per annum (Level 08) (An all-inclusive remuneration)
CENTRE : Head Office
**DUTIES**: Co-ordinate Training and Development programmes for the Department. Facilitate the drafting of the Workplace Skills Programme and Annual Training Report. Facilitate in-house training and Induction Programmes, Internship Programmes and Skills Programmes. Monitor progress and prepare reports on Internship Programmes, Skills Programmes and Employee Bursaries. Co-ordinate, administer, keep proper records and database of Bursaries, Training Programmes, Internship, Learner ship and Skills Programmes. Arrange logistics for all skills development interventions. Be in charge of procurement relevant to training interventions. Ensure that providers are paid within the legislated timeframes. Maintain good working relations with strategic partners including CATHSSETA and relevant stakeholders.

**ENQUIRIES**: Can be directed to Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartbooi Tel No: (043) 492 0949

**POST 11/91**: LIBRARIAN (CONDITIONAL GRANT) REF. NO: DSRAC 01/03/2020
(One Year Contract)

**SALARY**: R257 508 per annum (Level 7)

**CENTRE**: Head Office – Joe Gqabi (Aliwal North Library)

**REQUIREMENTS**: Senior Certificate, A Bibl. Degree/B tech in Library Information Studies/National Diploma in Library & Information Studies or equivalent qualification with a minimum of 2 years’ experience in a Public Library. Good verbal and written skills. Ability to administer Library operations and management of staff. Willingness to travel. Knowledge of government prescripts. Individual will be required to work weekends. A valid code 08 driving license.

**DUTIES**: Management of the library if and when necessary. Ability to create, facilitate, and lead library programmes. Facilitate formation of library structures within your library. Ability to organize and/or be involved in awareness programmes. Collect needs analysis from users/potential users and submit to Principal Librarian. Management of Library asset register and compiling of reports and statistics. Receiving and checking library materials received from the District, Head Office and any donations. Create check in records for new books and serials.

**ENQUIRIES**: Mr Y Dlamkile Tel No: (051) 492 4774/071 812 6015

**POST 11/92**: LIBRARY ASSISTANT (CONDITIONAL GRANT) REF.NO: DSRAC 02/03/2020
(One Year Contract)

**SALARY**: R173 703 per annum (Level 05) (An all-inclusive remuneration)

**CENTRE**: Alfred Nzo District (Mount Frere Library)

**REQUIREMENTS**: Senior Certificate, (NQF Level 4); A Lower Diploma in Library and Information Studies. Good command of at least two (2) official languages. Knowledge of Library Systems and relevant government prescripts. Computer literacy. Good verbal and written skills.

**DUTIES**: Perform all circulation duties in the library. Join and renew library memberships. Assist with shelving and circulation of library material. Attend to reference queries brought by members of the public and learners. Maintain good public relations with the neighbourhood or community. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/or be involved in awareness programmes (Advocacy and Marketing). Assist in the formation of library structures. Responsible for orientation and children’s programmes. Assist in the management of library asset register, mini-library asset register. Receive and check library materials received from the district, head office and any donations. Perform all circulation duties and other programmes in the library including ICT and mini-lib services.

**ENQUIRIES**: Can be directed to: Attention Mr Gugwana Tel No: (039) 492 0297/082 542 4726

**INTERNSHIP**

**NOTE**: The programme offered is fully – structured and the department will pay successful interns a monthly stipend/allowance of R5 728. Applications will therefore be invited from interested applicants in possession of a Degree/Diploma from a recognised institutions, to undertake workplace training that shall run for the period of 24 months in the following fields and districts.
OTHER POSTS

POST 11/93 : FIELD: LIBRARIANSHIP REF NO: AM 04/03/2020
STIPEND : R5 728 per months
CENTRE : Amathole Museum
REQUIREMENTS : Degree/Diploma in Library & Information Science.
ENQUIRIES : Can be directed to Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartbooi Tel No: (043) 492 0949

POST 11/94 : FIELD: RESEARCH REF NO: AM 05/03/2020
STIPEND : R5 728, per month
CENTRE : Bayworld Museum
REQUIREMENTS : BSc degree (Preferable)/National Diploma in an appropriate field. Appropriate computer and software skills for data entry and management. Physical fitness and ability to carry and move specimens and participate in dissections. Experience in working with a natural history collection and biological fieldwork would be an advantage. Possession of a valid driver's license would be an advantage
ENQUIRIES : Can be directed to Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartbooi Tel No: (043) 492 0949

POST 11/95 : FIELD: NATURAL SCIENCE – HERBARIUM ASSISTANT REF NO: ABM 06/03/2020
STIPEND : R5 728 per month
CENTRE : Albany Museum
REQUIREMENTS : BSc degree with biological science as major. Interest in developing a career in research on Botany. Computer and software skills literate. Possession of a valid driver’s license would be an advantage
ENQUIRIES : Can be directed to Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartbooi Tel No: (043) 492 0949

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Should be directed to The Department of Transport Post to: The Acting Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho 5605 or Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William’s Town
FOR ATTENTION : The Acting Director-HRM
CLOSING DATE : 03 April 2020
NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) and ID-document and Driver’s license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not
to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

OTHER POSTS

POST 11/96 : **CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE (X1 POST)**
The department hereby invites suitably qualified person to serve on the Risk Management Committee of the Department. The department seeks to appoint one (1) person as a Chairperson of Risk Management Committee for a period of three (3) years, and three audit committee members for a period of (3) three years Compensation

**SALARY** : Compensation shall be in accordance with rates determined for Audit for Audit Committee members as set out by National Treasury. All other refundable expenses are based on the National Treasury guidelines.

**CENTRE** : Head Office King Williams Town

**REQUIREMENTS** : Post graduate qualification in Finance or Auditing or Information Technology with at least 10 years of experience in the Public Sector audit environment. Be a member of recognised professional body. In terms of Circular for Local Economic Development, dated 21 April 2016, issued by the Eastern Cape Provincial Treasury, preference will be given to individuals who are local and based in the Eastern Cape. Strong Financial business, auditing, risk management and appropriate experience in the AC environment, Corporate Governance, Financial Management, Auditing, Information Technology and Risk Management. Transport Operations and Public Transport system background will be an added advantage. Be independent and knowledgeable of the status of the position.

**DUTIES** : Ability to lead discussions and to encourage other members to participate in AC meetings. Ability to conduct meetings in a manner that demonstrates desire to establish effective communication with all stakeholders. Extensive leadership skills and prior experience of serving on an AC of medium to large organisations. Have the interests of the Department of Transport at hand and display the highest level of integrity and objectivity. Assist the Accounting officer discharge his risk management responsibilities by reviewing and recommending for approval the risk management policies and risk registers. Review the departmental risk management system and recommend improvements to the Accounting Officer. Discharge all duties on the risk management Committee Charter and the Risk Management Strategy.

**ENQUIRIES** : Mr. M Ngcobo/Mrs N, Nyamakazi Tel No: (043) 604 7455/7458.
ANNEXURE O

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 3 April 2020

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

OTHER POSTS

POST 11/97 : PHARMACIST: REF NO: H/P/6

SALARY : R693 372 per annum. (OSD)
CENTRE : Embekweni Hospital, Zastron
REQUIREMENTS : Appropriate Bachelor of Pharmacy Degree. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. Experience: One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the SAPC as a Pharmacist Knowledge and Skills: Computer skills. Driver’s license

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labeling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counseling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Training of: Pharmacist assistants, Interns and other pharmacy support personnel. Monitoring treatment to workers due

**ENQUIRIES**

P Botha, Tel No: (051) 6731211

**APPLICATIONS**

To Be Send to: The Chief Executive Officer, Embekweni Hospital, Private Bag X 5, Zastron, 9958

**FOR ATTENTION**

Me P Botha

**POST 11/98**

OPERATIONAL MANAGER PNB3 (MATERNITY): REF NO: H/O/6

**SALARY**

R562 800 per annum. (OSD)

**CENTRE**

Albert Nzula Hospital, Trompsburg

**REQUIREMENTS**

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

**DUTIES**

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework, Manage effectively the utilization and supervision of resources, Coordination of the provision of effective training and research, Provision of Effective Support to Nursing Services, Maintain professional growth/ethical standards and self-development, Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES**

Me M E Motloheloa, Tel No: (051) 492 2151

**APPLICATIONS**

To Be Send to: The Chief Executive Officer, Albert Nzula Hospital, (For attention: Me D K Lekwala), Private Bagx 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

**POST 11/99**

CLINICAL PROGRAMME COORDINATOR: PNA5: QUALITY ASSURANCE:

**SALARY**

R444 276 per annum. (OSD)

**CENTRE**

Albert Nzula Hospital, Trompsburg

**REQUIREMENTS**

Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years’ appropriate/recognizable experience in nursing after registration with the South African Nursing Council (SANC) as Professional Nurse in General Nursing. Proof of service record. Current registration with the South African Nursing Council (SANC).Knowledge And Skills: Good communication skills. Ability to work under pressure. Good interpersonal relationships.

**DUTIES**

Coordinate the implementation of the programme. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork. Monitor and ensure proper utilization of financial and physical resources. Provision of clinical services

**ENQUIRIES**

Me M E Motloheloa, Tel No: (051) 492 2151

**APPLICATIONS**

To Be Send to: The Chief Executive Officer, Albert Nzula Hospital, (For attention: Me D K Lekwala), Private Bagx 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg
APPLICATIONS: Provincial Head: Personnel Services, South African Police Service Free State, Private Bag X20501, Bloemfontein, 9301 or hand delivered at Medpol Building, 126 Charlotte Maxeke Street, Bloemfontein. Contact Captain Coetzee/Sergeant Gailele Tel No: (051) 5076419/6807

FOR ATTENTION: Sub-Section: Recruitment and Staffing

CLOSING DATE: 3 April 2020

NOTE: Only the official application form (available on the SAPS website (www.saps.gov.za) and at (SAPS Recruitment offices) will be accepted. The Z83 previously utilized will not be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POST 11/100: GENERAL WORKERS (25 POSTS)

SALARY: R102 534 per annum

CENTRE: Bohlokong (Bethlehem) Ref No: FS 01/03/2020
Lindley Ref No: FS 02/03/2020
Reitz Ref No: FS 03/03/2020
Kommissiepoort Ref No: FS 04/03/2020
Rosendal Ref No: FS 05/03/2020
Koppies Ref No: FS 06/03/2020
Vredefort Ref No: FS 07/03/2020
Manganga (Bloemfontein) Ref No: FS 08/03/2020
Batso (Bloemfontein) Ref No: FS 09/03/2020
Bloemspruit (Bloemfontein) Ref No: FS 10/03/2020
Brandfort Ref No: FS 11/03/2020
Verkerevlei Ref No: FS 12/03/2020
Makwane Ref No: FS 13/03/2020
Tseki Ref No: FS 14/03/2020
Verkykerskop Ref No: FS 15/02/2020
Warden Ref No: FS 16/02/2020
Allanridge Ref No: FS 17/03/2020
Hobhouse Ref No: FS 18/03/202
Wepener Ref No: FS 19/03/2020 (2 posts)
Meloding Ref No: FS 20/03/2020
Parys Ref No: FS 21/03/2020
REQUIREMENTS

Applicants must display competency in the post-specific functions of the post; A South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification willing to work irregular hours.

DUTIES

Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters, performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.
ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT HEALTH

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

ERRATUM: Gauteng Health: (Kalafong Provincial Tertiary Hospital) Kindly note that the post of Assistant Manager Nursing Area: PAEDS Specialty (PNB4) with Ref No: KPTH/ AM/ SPAEDS/02/20 that was advertised in Public Service Vacancy circular 10 dated 13 March 2020, the salary was incorrect, the correct Salary scale is R614 991 – R692 166. per annum and the The closing date has been extended to 03 April 2020.

OTHER POSTS

POST 11/101 : HEAD OF CLINICAL UNIT REF NO: HCU/CARDIOTHORACIC/01/CMJAH/2020
Directorate: Cardiothoracic surgery Department

SALARY : R1 728 807 per annum (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Medical Specialist in Cardiothoracic surgery. HPCSA registration as a Medical Specialist in Cardiothoracic surgery. A minimum of 5 years appropriate Medical Specialist’ experience after registration with the HPCSA in Cardiothoracic surgery. The following will be an added advantage: Proven experience in all aspect of cardiac, thoracic and congenital cardiac surgery including experience in running a comprehensive cardiac and thoracic unit within a central hospital service. Good communication and leadership skills, decision making and clinical skills, proven track record in undergraduate and postgraduate teaching and training, and in providing fellowship. A MMed degree will be beneficial.

DUTIES : Manage the cardiac and thoracic unit at CMJAH and outreach services within the hospital cluster. Participate in other delegated management and administrative functions within the division of Cardiothoracic Surgery at CMJAH, including deputising for the HOD during his absence. Provide after hours’ consultation duties and general cardiothoracic, trauma and outpatient duties as required/ coordinate and participate in patient care and quality improvement measures. Ensure the proper and economical use of equipment and other resources. Participate in outreach programs for the development of safe, efficient cardiothoracic services in the cluster. Participate in departmental teaching programs and in cardiothoracic fellowships training. Undertake appropriate clinical research and provide MMed supervision.

ENQUIRIES : Dr SM. Mogaladi. Tel No: (011) 717-2280/ (011) 717-2536
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.

NOTES : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 3 April 2020

POST 11/102 : HEAD OF CLINICAL UNIT REF NO: HCU/PAEDS/02/CMJAH/2020
Directorate: Paediatrics and Child Health; NeonatologyDepartment

SALARY : R1 728 807 per annum (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : An appropriate qualification that allows for registration with the HPCSA as a Specialist paediatrician. A minimum of 3 years registration in neonatology subspecialty. Experience in undergraduate and postgraduate teaching,
involvement in research and management skills will be of advantage. Knowledge and skills: Assessment, diagnosis and management of patient within the registered field. Understanding of basic Human resource matters including labour relations. Knowledge of legislative prescripts governing public service and child health. Managerial and problem-solving skills.

**DUTIES:**
Offer comprehensive, quality care to patients. Administrative functions in neonatology unit and combined neonatal and paediatric ICU. Optimally supervise, instruct and train junior personnel, including Registrars and fellows. Provide Clinical governance and oversight in the unit. Render outreach and support services to other levels of care in the CMJAH cluster. Monitor and develop improvement plans regarding clinical output, new services and cost containment strategies. After hours, duties will be part of the package. Management and patient duties are not restricted to the sub-speciality. Participate in academic activities at undergraduate and postgraduate level as required. Participate in continuing medical education, as required by the Health Professions Council of South Africa

**ENQUIRIES:**
Prof. M. Mulaudzi. Tel No: (011) 488 4246

**APPLICATIONS:**
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.

**NOTES:**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE:**
3 April 2020

**POST 11/103:**
HEAD OF CLINICAL UNIT REFS: HCU/BREAST/03/CMJAH/2/2020
Directorate: Surgery (Breast Unit)

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

**CENTRE:**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS:**
Appropriate qualifications that allows registration with HPCSA as a Medical specialist or Sub-specialty in Surgery Transplant Unit A minimum of 3 years appropriate experience as a medical specialist in Breast Unit.

**DUTIES:**
Provide and support Clinical services in the institution. Supporting the integration and extension of clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution, further development and modernisation of Breast Unit including strengthening of breast condition in the CMJAH Cluster. Include teaching and supervision of pre- and post-graduate students, participation in research and university committees. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

**ENQUIRIES:**
Prof T.E Luvhengo Tel No: (011) 488 3373

**APPLICATIONS:**
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.

**NOTES:**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE:**
3 April 2020
POST 11/104  :  MEDICAL SPECIALIST REF: MEDSPE/02/CMJAH/2020
Directorate: Paediatric and Child Health; Pulmonology

SALARY  :  Grade I: R1 106 040 per annum
          Grade II: R1 264 623 per annum
          Grade III: R1 467 651 per annum

CENTRE  :  Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS  :  Grade I  
Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Speciality in Paediatrics and proof of current registration. No experience required after registration with the HPCSA. Paediatrician or Sub Specialist in Paediatric pulmonology interest, experience in undergraduate teaching will be an added advantage.  
Grade II  
Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Speciality in Paediatric pulmonology and proof of current registration. A minimum of 5 years’ appropriate experience as Medical Specialist in Paediatric pulmonology, and experience in undergraduate teaching will be an added advantage.  
Grade III  
Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics speciality in Paediatric pulmonology and proof of current registration. A minimum of 10 years’ appropriate experience as Medical Specialist in normal speciality Paediatrician or Sub Speciality in Paediatric pulmonology. Experience in undergraduate teaching and research will be an added advantage.

DUTIES  :  The successful candidate will provide clinical services at the paediatric pulmonology. The candidate will also support critical care services. The candidate will be responsible for teaching and training of under and post graduate student, including supervision of medical interns, medical officer and registrars. The candidate will participate in the departmental cluster outreach programmes and research activities.

ENQUIRIES  :  Prof. M. Mulaudzi Tel No: (011) 488 4246

APPLICATIONS  :  Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.

NOTE  :  The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE  :  3 April 2020

Directorate: Obstetrics & Gynaecology

SALARY  :  Grade 1: R821 205 – R884 670 per annum (all inclusive)
          Grade 2: R938 946 - R1 026 693 per annum (all inclusive)

CENTRE  :  Kalafong Provincial Tertiary Hospital

REQUIREMENTS  :  MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. ESMOE and ACLS are recommended.

DUTIES  :  Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the obstetrics department. Participation in the department academic program and research activities.

ENQUIRIES  :  Prof Snyman, Tel No: (012) 373 1016

APPLICATIONS  :  Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 3 April 2020

POST 11/106: MEDICAL OFFICER; REF NO: KPTH/MO/NEURO/20

DIRECTORATE: Neurosurgery

SALARY: Grade 1: R821 205 – R884 670 per annum (all inclusive)
Grade 2: R938 946 - R1 026 693 per annum (all inclusive)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. ATLS or ACLS is recommended.

DUTIES: Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the neurosurgery department. Participation in neurosurgery academic program and research activities.

ENQUIRIES: Dr. LJ Mokwene, Tel No (012) 318 6929

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

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates...
will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE** : 3 April 2020

**POST 11/107** : MEDICAL OFFICER: REF NO: KPTH/ MO/ ANAESTH/20

Directorate: Anaesthesiology

**SALARY** : Grade 1: R821 205 – R884 670 per annum (all inclusive)

Grade 2: R938 946 - R1 026 693 per annum (all inclusive)

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Diploma in Anaesthesia will be an added advantage. ACLS is recommended. Applicants must have an interest in pursuing a career in Anaesthesiology.

**DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). These will include peri-operative management and care of patient. Successful candidates will also be expected to participate in the department's academic program and in any research activities. If the successful candidate has not yet completed a Diploma in Anaesthesia, she/he expected to complete one within the first year of employment in the department. The candidate will be expected to rotate in the Intensive Care Unit.

**ENQUIRIES** : Dr. M Mbeki, Tel No (012) 373 1053

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

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. NB: Please note that this will be a two (2) year renewable contract subject to performance evaluation by the HOD.

**CLOSING DATE** : 3 April 2020

**POST 11/108** : DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SDHS 2020/03/03 (X1 POST)

Directorate: Supply Chain Management

**SALARY** : R733 257 per annum (All-Inclusive Remuneration Package)

**CENTRE** : Sedibeng District Health Services

**REQUIREMENTS** : A recognized 3-year Bachelor Degree/Diploma in Supply Chain Management/Public Management. Three (3) years related supply chain experience at supervisory/management level (ASD) in the supply chain environment. A valid driver's license. Knowledge of all legislation and prescripts governing your work area, including but not limited to the following: Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Act, Broad Based Black Economic Empowerment Act, Supply
Chain Management Framework, Procurement Directives and Procedures, Government Budget Procedures, knowledge of the SAP & SRM system. The selected candidate should have good communication (verbal and written), presentation, and report writing skills. Computer literate. Must be able to function and contribute in a team toward the achievement of the District goals and targets.

**DUTIES**: Provision of an effective comprehensive Supply Chain Management service in the district. Manage the functional operation of the Acquisition Management Unit. Manage the process of bid evaluation, bid adjudication and bid specification in the District. Perform strategic and annual supply chain demand management planning and ensure that the demand of the end users are met. Monitor and review the demand management activities in line with the demand plan budget. Implement and review effective logistical and disposal management systems. Ensure effective asset management and safekeeping of assets by implementing and maintaining asset management systems, policies. Facilitate monthly reconciliations and reporting. Provision of efficient fleet management and registry services. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and human resource administration. Sign performance contract on annual basis. Participate Employee Value Proposition.

**ENQUIRIES**

Mr. M. Mantlana Tel No: (016) 950 6005

**APPLICANTS**

must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911 for attention: Recruitment and Selection.

**NOTE**

"The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check and as a credit/financial stability checks.

**CLOSING DATE**

3 April 2020

**POST 11/109**

**DEPUTY DIRECTOR REFS DDL/CMJAH/03/2020**

Directorate: Logistics (Support Services)

**SALARY**

R733 257 per annum (All Inclusive Package)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

Appropriate recognised three-year National diploma/degree in Social Science/Public Administration/Public Management or equivalent qualification, with at least 10 year’s relevant experience in Logistics (Support Services) field of which a minimum of 3 years’ experience in the relevant field should be at an Assistant Director level. Hospital relevant experience will be an added advantage. The applicants must have relevant managerial/supervisory experience in Logistics (Support Services). A demonstrated ability to develop, monitor and evaluate Logistics Policies and Procedures. The ability to interpret and analyse Logistics (Support Services) data and extensive computer literacy (MS Office). Experience in developing reports and presenting them to management. Demonstrate experience in managing Support Services and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of Logistics (Support Services), Knowledge of Public Service Act, Public Service Regulations, Labour Relations act, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Finance Management Act and other Logistics (Support Services) legislation and prescripts (including PSCBC and other relevant bargaining council resolutions). Competencies Required: Planning and organising, Coordination, Honesty and integrity. Strategic capability and leadership, People management and Empowerment, Programme and Project management, Service Delivery innovation, Problem solving and analysis, Client orientation and customer focus and communication. A valid driver's license.

**DUTIES**

Manage staff and manage resource within the following units: Cleaning/Porters/Linen Management/Mortuary/Transport/Messengers. Ensure that staff...
wear PPE/uniform always. Monitoring Team Performance and Development of staff. Attend to Quality Management issues of the department. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Hold meetings with staff, liaise with internal and external stakeholders. Enforce disciplinary code and procedure; Management of leave; Ensure Implementation of PMDS for staff. Effective Communication and Writing of Reports.

ENQUIRIES : Mr. M. Nyembe Tel No: (011) 488 3748
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 07, No. 17 Jubilee Road, Parktown or apply online at www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 3 April 2020

POST 11/110 : DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SDHS 2020/03/04 (X1 POST)
Directorate: Human Resource Management

SALARY : R733 257 per annum (All-Inclusive Remuneration Package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : A recognized 3-year Bachelor Degree/Diploma in Human Resource Management/Public Management Administration. At least 3 (three) years of this should be at Assistant Director Level (ASD). The successful candidate should have knowledge of all human resource related legislation and prescripts. Knowledge of Persal, Word, Excel and Power Point is essential. Excellent time management, organizing and communication skills. Must have the ability to use own initiative and meet deadlines. Must be able to function and contribution in a team toward the achievement of the District’s priorities. A valid driver’s license.

DUTIES : To manage the allocated human resources budget. Assess, analyse and audit Persal information and reports. Responsible to coordinate and manage workforce planning, recruitment and selection, performance management, employee benefits, employee health and wellness, labour relations and training and development in the District. Administer and manage human resource reports, records and information systems. Sign performance contract on annual basis. Participate Employee Value Proposition.

ENQUIRIES : Mr. M. Mantlana Tel No: (016) 950 6005
APPLICATIIONS : must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911 for attention: Recruitment and Selection.

NOTE : “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE : 3 April 2020

POST 11/111 : AREA MANAGER REF NO: TDHS/A/2020/17 (PNB-4) (1 POST)
Directorate: Tshwane Sub-District 2, 3 & 4

SALARY : R614, 991 - R692, 166 per annum (Plus Benefits)
CENTRE : Tshwane Health District Services
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the 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 is an added advantage. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients’ rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Computer literacy and report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.

**DUTIES**

Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in maternal & child health, in- and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho-Pele principles, Patient Rights Charter Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS). Become liaison between the District and all other essential stake-holders.

**APPLICATIONS**

Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

**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**

03 April 2020

**SALARY**

R614 991 per annum (plus benefits)

**CENTRE**

Sedibeng District Health Services

**REQUIREMENTS**

Basic qualification (i.e. Diploma/Degree) in nursing qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse proof of current registration. A post basic qualification, with duration of at least one-year accreditation with the SANC in Curative Skills in Primary Health Care. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in the specific after obtaining the one year post basic qualification in Primary Health Care, including NIMART competence and experience in the TB programme. A Valid driver’s license. Experience: A minimum of 3 (three) years appropriate/recognizable experience at management level. Excellent time management, organizational skills, computer skills, good listening skills, people management skills. Presentation
and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with technical and non-technical personnel at various level in the organization. Must be computer literate. The applicant will be subjected to a practical assessment.

**DUTIES**

Supervise and monitor the three (3) pillars of 90-90-90 HAST strategy. This includes monitoring of quality TB testing services, availability of drugs, availability of laboratory services, capturing of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and the capturing on EDR.Net. Ensure distribution and implementation of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and TB/HIV protocols and guidelines. Identify gaps in the prevention pillar and develop operational plans. Monitor the programme activities and liaise with the hospitals, Correctional Services and Private hospitals. Liaise and plan with Health Promotion Department, community structures and District supporting partners on community education and awareness activities. Compile and verify monthly, quarterly and annual performance review reports. Work in close collaboration with District supporting partners and HAST M&E Officer to ensure the submission of quality programme data to the next level. Supervise and monitor the implementation and maintenance of programme projects approved by National Department of Health. Perform any other duties as delegated by the Deputy Director: Health Programmes. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal Clinics Realisation. Participate in Employee Value Proposition.

**ENQUIRIES**

Ms. D. Ramoloi Tel No: (016) 950 6019

**APPLICANTS**

must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911 for attention: Recruitment and Selection.

**NOTE**

“The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

**CLOSING DATE**

03 April 2020

**POST 11/113**

HOD STUDENT COUNSELING REFS: 005191 (01 POST)

Directorate: Nursing Education and Training

Re-Advertisement

**SALARY**

R579,696 - R672,018 per annum (plus benefits)

**CENTRE**

Bonalesedi Nursing College

**REQUIREMENTS**

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

**DUTIES**

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

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POST 11/115
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REQUIREMENTS

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

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POST 11/115
CHIEF DIAGNOSTIC RADIOGRAPHER GR1 REF NO: EDVH/2020/02
CHIEF DIAGNOSTIC RADIOGRAPHER GR1 REF NO: EDVH/2020/02

Directorate: X-Ray

Salary: R439 164. per annum (plus benefits)
Centre: Edenvale General Hospital
Requirements: Diploma/Degree in Diagnostic Radiography. Proof of registration as an independent practitioner and current annual registration with HPCSA.
Minimum of 3 years appropriate experience as a production Radiographer. Public service experience will be an added advantage.

**DUTIES**

- Knowledge of quality Assurance procedures as per Radiation Control Directorate requirements, Public Service legislation, Policies and procedures. Implement quality assurance programs for quality service delivery. Practice radiation protection to minimize radiation dose to staff, patients and public. Skills on the following area: good patient care, Organizing, Communication, Computer literacy, Conflict Resolutions, interpersonal relation, knowledge of specialized procedures and radiology equipment’s and PACS system. Supervision and evaluate of subordinates for efficient and effective service delivery, identify training and skills development needs, monitor proper utilization of equipment, stores and expenditure. To perform management duties and clerical duties when required. Promote Batho pele in execution of all tasks for efficient ethics. Prioritise the implementation of the cost saving measures in accordance with the PFMA.

**ENQUIRIES**
Mr. B Filda Tel No: (011) 321 6059

**APPLICATIONS**
to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank)

**NOTES**
The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and). ID CLOSING DATE: 03 April 2020

**POST 11/116**
**ULTRASOUND RADIOGRAPHER REF NO: EDVH/2020/03**

**Directorate:** X-Ray

**SALARY**
R407 667 per annum (plus benefits)

**CENTRE**
Edenvale Hospital

**REQUIREMENTS**
A Bachelor degree/diploma in Diagnostic Radiography and B-Tech ultrasound. Current registration with HPCSA as a Sonographer. Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication skills. More than one-year experience as Sonographer will be an added advantage.

**DUTIES**
To perform diagnostic ultrasound images and write reports in accordance with prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake and Facilitate staff and student development. Partake in CPD as required by HPCSA. High level of responsibility.

**ENQUIRIES**
Mr. B Filda Tel No: (011) 321 6059

**APPLICATIONS**
to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).

**NOTES**
The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID CLOSING DATE: 03 April 2020

**POST 11/117**
**ASSISTANT DIRECTOR: ADMINISTRATION REF NO UPONC/0003/2020**

**Directorate:** Administration

**SALARY**
R376 596. per annum (Plus benefits)

**CENTRE**
University of Pretoria Oral Health Centre

**REQUIREMENTS**
An appropriate tertiary qualification in Administration (degree or diploma/certificate courses) plus more than 5 years relevant work and supervisory experience or grade 12 or equivalent plus more than 10 years relevant work and supervisory experience. Sound knowledge and experience of Risk Management, BAUD Asset Management and Transport. Knowledge of BAS and interfaces to the other systems. Knowledge of UPFS and Administrative Procedure Manuals pertaining to patient administration. Knowledge of PFMA requirements applicable to Fixed Asset Control. Knowledge of GPG Treasury Regulations applicable to Fixed Asset Control. Computer Literacy. Good interpersonal relations. Good communication skills (written and Verbal). Ability to work under pressure.

**DUTIES**
Manage and co-ordinate all fixed asset administration matters: updating of Fixed Asset Register (BAUD electronic system). Budgeting and planning. Acquisition of Fixed Assets. Safeguarding and maintenance thereof. Fixed

ENQUIRIES
Mrs Ina Swart, Tel. No: (012) 301 5705/Prof SL Shangase, Tel No: (012) 319 2327/2225

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

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

CLOSING DATE
03 April 2020

POST 11/118
OCCUPATIONAL THERAPISTS GRD 1 REF NO: EDVH/2020/04
Directorate: Allied

SALARY
R317 976 per annum per annum (plus benefits)

CENTRE
Edenvale General Hospital

REQUIREMENTS
Appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. None after registration with the HPCSA, in the relevant profession (where applicable) in respect of RSA qualified employees. Knowledge and experience in adult and pediatric orthopedics, surgical and neurological outpatient rehabilitation. Knowledge and experience in group therapy and working in a multi-disciplinary team. Knowledge and experience in early childhood intervention. Knowledge and experience in adult surgical, neurology as well as pediatric inpatient rehabilitation.

DUTIES
Assess and treat hand patients (i.e. splinting, home programmes, follow up). Assess and rehabilitate patients post CVA amputation, TBI. Contribute to resource management. Contribute to training and development. Clinical Service delivery. Be responsible for any relevant duties of OT.

ENQUIRIES
Ms. G Alexander Tel No: (011) 321 6090

APPLICATIONS
to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).

NOTES
The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID

CLOSING DATE
03 April 2020

POST 11/119
SOCIAL WORKER GRADE 2: REF NO: EDVH/2020/05
Directorate: ARV Clinic

SALARY
R316 794 per annum (plus benefits)

CENTRE
Edenvale Regional Hospital

REQUIREMENTS
Degree in Social Work and Registration with the South African Council for Social Service Professions as a Social Worker. Five years and more working as a Social Worker. Must be able to work with multi – disciplinary team. Be able to work as well with Paediatrics and adolescents who are HIV infected and affected, also their families. Understand the National HIV Policies and Guidelines on how to manage the patients. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them
to accomplish tasks, prevent and alleviate distress and use resources effectively.

**DUTIES**

Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. The ability to mentor and coach Social Workers Grade 1, HIV Councillors and Linkage officers. HIV/AIDS Knowledge.

**ENQUIRIES**

Ms. R Aphiri Tel No: (011) 321 6021

**APPLICATIONS**

to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).

**NOTES**

The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID

03 April 2020

**CLOSING DATE**

03 April 2020

**POST 11/120**

**PROFESSIONAL NURSE GENERAL GRADE 1 REF NO: 3/3/1/166 (1XPOST)**

Directorate: Nursing

**SALARY**

R256 905 – R297 825 per annum (OSD) per annum plus benefits

**CENTRE**

Dr Yusuf Dadoo Hospital

**REQUIREMENTS**

Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC for the current year. Certificate of Medical Male Circumcision (MMC) and 1-year experience in the field of practice. Good communication Skills, basic writing skills, ability to function as part of a team, good interpersonal skills. Knowledge of Nursing care processes and procedures, quality assurance infection control and relevant legal frameworks. Good ethical practice and caring attitude.

**DUTIES**

Provide direction and supervision for the implementation of the Nursing Plan, rendering of quality patient care. Assist in completion of clinical records and that data is entered timeously. Ensure that quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Be a team leader responsible for I Care for you values. Implement standards, practices, criteria and indicators for quality nursing care. Practice nursing care and health care in accordance with the laws and regulations relevant to Nursing and health care. Maintain a constructive working relationship with Nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES**

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

**APPLICATIONS**

Notes: 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.

**CLOSING DATE**

03 April 2020

**POST 11/121**

**PROFESSIONAL NURSE GENERAL GRADE 1 REF NO: 3/3/1/167 (1XPOST)**

Directorate: Nursing

**SALARY**

R256 905 – R297 825 per annum (OSD) per annum plus benefits

**CENTRE**

Dr Yusuf Dadoo Hospital

**REQUIREMENTS**

Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC for the current year. Certificate of Choice on Termination of Pregnancy (CTOP), and 1-year experience in the field of practice as a CTOP provider. Good communication skills, basic writing skills, ability to function as part of a team, good interpersonal skills. Knowledge of Nursing care processes and procedures, quality assurance infection control and relevant legal frameworks. Good ethical practice and caring attitude.

**DUTIES**

Provide direction and supervision for the implementation of the Nursing Plan, rendering of quality patient care. Assist in completion of clinical records and
that data is entered timeously. Ensure that quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Be a team leader responsible for I Care for you values. Implement standards, practices, criteria and indicators. Maintain a constructive working relationship with Nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

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

CLOSING DATE: 03 April 2020

POST 11/122: HUMAN RESOURCE SUPERVISOR REF NO: 3/3/1/168
Sub Directorate: Human Resource Management
(Re-advertisement)

SALARY: R257 508 – R303 339 per annum plus benefits
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: National Diploma in Human Resource Management with 5 years’ experience or Grade 12 with 10 years’ experience in Human Resource Administration. In depth knowledge of relevant prescripts and legislation, such as the public service Act. Excellent administrative skills (planning, organizing and coordinating) sound knowledge of Persal and OSD for all categories. Computer literacy. Good interpersonal relationship. conflict resolution skills. Must be in possession of Persal certificate. Driver’s license will be an added advantage.

DUTIES: Check and administer all functions to service benefits, conditions of which includes (termination of service, budgeting, overtime authorisations, housing allowances, remunerative work outside public service, reconstructing of packages, all types of leave(Pillir), injury on duty. long service awards and resettlements, etc. monitoring staff establishments and the filling of posts. Prepare schedule for post filling plan. Administration/Auditing of the staff establishment. Responsible for job evaluations to the HR Clerks. Plan own work and help subordinates plan their work. Exchange more detailed information regarding procedures/processes. Train and develop subordinates, supervisors and managers concerning PMDS. Maintaining of records, policies etc. Ability to work under pressure and any other duties determined by management or Central Office.

ENQUIRIES: Ms. SA Bautlwane Tel No: (011) 951 6160
APPLICATIONS: must be delivered to Dr Yusuf Dadoo Hospital road, Krugersdorp or posted to Private bag X2006, Krugersdorp, 1740.
NOTE: Please attach to your application Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Applicants who had applied previously are welcome to re-apply again. People with disability are encouraged to apply. The incumbent will be subject to a pre-screening process.

CLOSING DATE: 03 April 2020

POST 11/123: SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/03/06 (X2 POSTS)
Re-Advertisement Applicants Who Previously Applied Are Encouraged To Re-Apply
Directorate: Rehabilitation

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

DUTIES: Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups families and communities through relevant programs. Conduct psycho social assessment and apply relevant intervention. Implement
the recommended interventions by providing continuous support, counselling guidance and advice to the affected individual. Families and communities.

Attend staff meeting, social work forums quality assurance meeting. Complete monthly statistics, reporting writing and other administrative task for social work services. Liaise/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plan for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patient Rights. Take instruction as directed by the supervisor. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

Participate in Employee Value Proposition.

ENQUIRIES: Ms. E.M. Ngale Tel No: (016) 950 6174
APPLICANTS: must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911

FOR ATTENTION: Recruitment and Selection.
NOTE: The Gauteng Department of Health supports the appointment of persons with disabilities*. It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE: 04 April 2020

POST 11/124: SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/03/07 (X1 POST)
Re-Advertisement applicants who previously applied are encouraged to re-apply.
Directorate: Rehabilitation

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

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

Participate in Employee Value Proposition.

ENQUIRIES: Ms. E.M. Ngale Tel No: (016) 950 6174
APPLICANTS: must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911

FOR ATTENTION: Recruitment and Selection.
NOTE: The Gauteng Department of Health supports the appointment of persons with disabilities. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE: 4 April 2020

POST 11/125: QUALITY ASSURANCE CO-ORDINATOR REF NO: TRH 02/2020
Directorate: Nursing

SALARY: Grade 1: R256 905 – R297 825 per annum
Grade 2: R315 963 – R362 865 per annum
Grade 3: R383 226 – R485 475 per annum

CENTRE: Tshwane Rehabilitation Hospital

REQUIREMENTS: Any relevant qualification as a Health Professional and current registration with the relevant statutory Health Council as a Health Professional. A minimum of 4 years appropriate experience post Community Service. Experience in Quality Assurance and knowledge of current Heath and Quality Assurance prescripts and standards in the Public Sector. Strong writing, communication and verbal skills. Excellent interpersonal skills and ability to coordinate the interdisciplinary team.

DUTIES: Ensure that the hospital adheres to various Quality Assurance Policies and guidelines. Develop and implement various Standard Operating Procedures and monitor and evaluate progress on a continuous basis. Coordinate Quality assurance activities and lead the Quality Assurance committee and sub committees. Lead, manage and coordinate all quality activities in the institution. Ensure quality care is maintained by performing inspections, audits, surveys and develop Quality improvement plan. Give feedback, develop and administer education processes formulating quality improvements programmes for the institution. Train employees on various Quality Assurance activities.

ENQUIRIES: Ms FK Mokgokong, Tel. No: (012) 354 6745

APPLICATIONS: must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE: 03 April 2020

POST 11/126: DATA CLERK REF NO: TDHS/A/2020/19
Directorate: HIV/AIDS/STI&TB (HAST)

SALARY: R173 703 per annum (plus benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: Minimum qualification Grade 12 with one year experience in high volume data capturing on TIER. Net and DHIS. Advance computer skills (word, excel, power-point and email programmes), knowledge of HIV/AIDS/STI&TB programme. Knowledge of Department of Health data management systems. Good communications skills. Good interpersonal skills. Must be able to function under pressure.

DUTIES: Responsible for proper patient records management. Capture data on TIER.net and DHIS. Liaise and support the facility manager and staff members on data management and use. Ensure that all facility data is visualized. Conduct data verification and validation. Compile and forward monthly statistics to the next reporting level. Adhere to reporting lines according to relevant dates as informed by policies and guidelines. Maintain utmost confidentiality. Function as part of a multidisciplinary team. Ensure availability of health programmes stationary. Attend meetings and trainings related to data management.

ENQUIRIES: Ms. Tsholofelo Nkhodi on Tel No: (012) 451 9022/9040

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.NB: Skill test will be conducted for all shortlisted candidates.
LIBRARIAN REF.NO: 3/4/2/1/6
Directorate: Nursing Education and Training

SALARY: R173 703 – R204 612 per annum (Level 5) (plus benefits)
CENTRE: Ann Latsky Nursing College
REQUIREMENTS: Applicants must be in possession of a Senior Certificate (Grade 12), and a Degree/ National Diploma in Library and Information Science or equivalent qualification. Biology as a subject will be an added advantage. Computer literate in Microsoft Office. Excellent communication and customer relation skills. Valid driver’s license. Ability to perform under pressure.

DUTIES: The successful incumbent will be responsible but not limited to the following: Provide effective library services and support to users and library clients. Responsible for library orientation to new staff members and students. Assist in registering library users and handle the issue desk. Assist in shelving library materials. Performing administration functions e.g. statistics, overdue letters, photocopies. Responsible for information and research support e.g. Literature review, plagiarism, referencing technique. Assist in stocktaking of library material. Cataloguing and indexing according to International standards acquisitions and collection development. Candidate might be required to occasionally work on Saturdays and after hours during the week.

ENQUIRIES: For further information regarding the post, please contact: Ms. A. van as at. Tel No: (011) 644-8917
APPLICATIONS: Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park 2006.

NOTE: State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you do not hear from us within three months’ time from the date of closure please consider your application as unsuccessful.

CLOSING DATE: 3 April 2020

ENROLLED NURSE REF NO: TRH 01/2020
Directorate: Nursing

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


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

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that
specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply

CLOSING DATE : 03 April 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 10 April 2020. No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply.

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

OTHER POSTS

POST 11/129 : CHAIRPERSON-RISK MANAGEMENT COMMITTEE REF NO: REFS/005118

SALARY : R8 634. per annum sitting (includes preparation and the meeting)
CENTRE : Office of the Head of Department- Human Settlement
REQUIREMENTS : CA/MBA/Certified Risk Management Professional and any relevant degree (Risk Management, Auditing and Financial Management). In addition the following skills experience and attributes would be an added advantage- Integrity, independence, dedication, understanding of public sector business and controls. Knowledge- A good understanding of the Risk Management (strategy and architecture, policy and procedures, risk culture and appetite, Risk performance and reporting) and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public-Sector Risk Management Framework. Candidates should be exposed in the risk management environment for more than 10 years. Exposure in serving in the oversight committee will be an advantage.

DUTIES : The candidate will chair the Department's Risk Management Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk
management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees (audit Committee). Implementation of risk maturity model. Ensure Combine assurance – Internal Audit, Risk Management and other assurance providers. Risk Management principles and practice, organizational environment, external business environment

ENQUIRIES : Ms. Zanele Makhubo Tel No: (071) 603 2537
APPLICATIONS : Please apply online at www.gautengonline.gov.za/professionaljobcentre.gpg.gov.za

POST 11/130 : DEPUTY DIRECTOR: PROJECT QUALITY ASSURANCE REF NO: REFS/005193 (2X POSTS)

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Degree/National Diploma/NQF Level 6 qualification in the Built Environment. Proven 4 - 5 years relevant functional experience in construction quality assurance and construction technical support. A postgraduate qualification in the built environment and training in management development courses will be an added advantage. Knowledge: Human Settlements policies and procedures, Planning, Organising and Administration procedures, Batho Pele principles, Project stakeholder relations management, NHBRc and NBR frameworks. Skills: Coordination and consolidation of reports from multiple teams, reporting, interpersonal relationship, Communication (both verbal and written), computer literacy, Problem solving Strategies as a Manager in the Public Service. Organising, Decision making, Analytical, Project Management and Team leadership. Competencies: Middle Management skills, Leadership skills, Human resource management, writing skills, results/quality management, innovation/continuous improvement, emotional intelligence, project management environment and/or support, reporting and coordination of multifunctional teams in the infrastructure and built environment.

DUTIES : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: To manage inspectors as they inspect and report on the quality of workmanship and material on behalf of Project Managers by assessing reports and undertaking random visits and ensuring that efficient administration practice is taking place in processing inspection requests and final inspection reports for payment. To attend site meetings to resolve technical issues and non-compliance on building sites. To coordinate and monitor the construction of show house together with all role players (Engineer, Professional Regional Teams (PRT). Contractor, Municipality & NHBRc) benchmarking quality standards for the entire project. To examine projects Architectural & Engineering drawings and specifications for compliance to ensure design and site risk are minimized and ensure that all projects are enrolled with NHBRc before construction starts. To conduct alternative building technology (ABT) technical assessments based on building regulations & CSIR Agreement stipulations. To manage/gather technical information relevant for inspection from Project Managers and file them to be accessed by project inspectors. Visits to housing construction sites and Interpretation Engineer & Architectural Drawings, Building Regulation, By-Laws & NHBRc Building Manual & the Departmental Norms & Standards. Interpretation of Geotechnical, Engineering & Architectural information for compliance to NHBRc technical requirements.

ENQUIRIES : Mr. Raymond Jonas Tel No: (083) 608 1168
APPLICATIONS : Please apply online at www.gautengonline.gov.za/professionaljobcentre.gpg.gov.za

OFFICE OF THE PREMEIR

It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown,
**CLOSING DATE**

3 April 2020

**NOTE**

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

**MANAGEMENT ECHELON**

**POST 11/131**

CHIEF DIRECTOR: PUBLIC RELATIONS REF NO: 005190

Branch: Provincial Communication Services

**SALARY**

R1 251 183 – R1 495 956 per annum (All-inclusive remuneration package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

NQF 7 qualification in Communications. 5-10 years’ experience on SMS level. People management, coordination skills, problem solving skills, communication skills, leadership skills. Financial management, Programme and project management, change management, strategic capability and service delivery innovation.

**DUTIES**

To manage and oversee the promotion and facilitation of communication between the Provincial Government and the Public. Formulate and direct implementation of a Government Communication strategy and programme; develop. Implement and coordinate public development communication initiatives and campaigns to promote public mobilisation. Coordinate the Government Communications system; provide support and advice to all GPG departments on Communication matters. Liaise with Government Communicators in the Province to ensure a common approach to Government communication. Build and maintain good working relations between Government and the media; formulate appropriate strategies for Government’s effective use of digital media platforms (including social media). Lead the Provincial Government’s content hub – and ensure that key messages are written regularly and that tailored content is produced for use across all media platforms.

**ENQUIRES**

Ms Phelisa Khuzwayo, Tel No: (011) 355 6730
SOCIAL DEVELOPMENT

It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr H Pillay. All applicants are also encouraged to number the pages of their CV and the attached certified documents.

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg.

FOR ATTENTION: Mr O Mkhabela, Tel No: (011) 355 7937 or posted to Private Bag X35, Johannesburg, 2000.

CLOSING DATE: 03 April 2020

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POST

POST 11/132: ASSISTANT DIRECTOR: NPO FUNDING REF NO: SD/2020/03/01 (2 Years Contract)

SALARY: R376 596 per annum (plus 37% in Lieu of Benefits per annum)

CENTRE: Johannesburg Head Office

REQUIREMENTS: Three-year National Diploma/Bachelor’s Degree in Financial Management or Cost and Management Accounting with 3-4 years’ experience in the field of Finance and with supervisory experience. A valid driver’s license. Knowledge and understanding of PFMA, Policy on Financial rewards, Legislative frame works regulating NPO funding in the Public Services. Knowledge of departmental policy framework Skills: Good Financial Management, Report writing, planning and organizing skills.

DUTIES: Facilitate adjudication and NPO budget approval processes. Create and approve service contracts and verify newly created service contract for NPOs. Monitor expenditure and financial analysis on quarterly basis for tranche payments processed by the Regions and report on subsidy payments. Capacity building in the emerging NPOs. Manage staff development, training, leave plan, performance, workload and monthly reports.

ENQUIRIES: Mr O Mkhabela Tel No: (011) 355 7937

SOUTH AFRICAN POLICE SERVICE (GAUTENG)

APPLICATIONS: forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Application forms must be hand-delivered/couriered to Arthur Block Park, 7 Dolphin Street, Mayfair.

CLOSING DATE: 3 April 2020.

NOTE: Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s ID, Minimum grade 10 qualification and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address.
of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be hand delivered or couriered (door-to-door) timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. We welcome applications from persons with disability.

OTHER POST

POST 11/133 : GENERAL WORKER

SALARY : R102 534 per annum (level 2)

CENTRE

Actonville Ref No: GP 38/3/2020
Atteridgeville GP 39/3/2020
Bekkersdal Ref No: GP 40/3/2020
Benoni Ref No: GP 41/3/2020
Boksburg Ref No: GP 42/3/2020
Brakpan Ref No: GP 43/3/2020 (2 POSTS)
Diepkloof Ref No: GP 44/3/2020
Douglasdale Ref No: GP 45/3/2020 (2 POSTS)
Germiston Ref No: GP 46/3/2020 (2 POSTS)
Hammanskraal Ref No: GP 47/3/2020
Katlehong Ref No: GP 48/3/2020 (2 POSTS)
Kempton Park Ref No: GP 49/3/2020 (2 POSTS)
Khusong Ref No: GP 50/3/2020
Kliprivier G Ref No: P 51/3/2020
Lytteleton Ref No: GP 52/3/2020 (2 POSTS)
Midrand Ref No: GP 53/3/2020 (2 POSTS)
Nigel Ref No: GP 54/3/2020
Norwood Ref No: GP 55/3/2020 (2 POSTS)
Randburg Ref No: GP 56/3/2020 (2 POSTS)
Sebokeng Ref No: GP 57/3/2020 (2 POSTS)
Temba Ref No: GP 58/3/2020 (4 POSTS)
Tokoza Ref No: GP 59/3/2020
Villieria Ref No: GP 60/3/2020
Westonaria Ref No: GP 61/3/2020 (3 POSTS)
Wierdabrug Ref No: GP 62/3/2020
Wonderboompoort Ref No: GP 63/3/2020
Pretoria West VCIU Ref No: GP 64/3/2020
Protea Glen VCIU Ref No: GP 65/3/2020
Pretoria West VSS Ref No: GP 66/3/2020
Protea Glen Flying Squad Ref No: GP 67/3/2020
Benoni Flying Squad Ref No: GP 68/3/2020
Silverton Accident Combatting Ref No: GP 69/3/2020
Brixton Accident Combatting Ref No: GP 70/3/2020
Krugersdorp POP Ref No: GP 71/3/2020
Vereeniging POP Ref No: GP 72/3/2020
Benoni HRDC Ref No: GP 73/3/2020
Springs HRDC Ref No: GP 74/3/2020 (2 POSTS)
Krugersdorp HRDC Ref No: GP 75/3/2020 (2 POSTS)
Aeroton Crime Detection Ref No: GP 76/3/2020

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official
languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work irregular hours.

**DUTIES**

Core Functions: Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting, Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES**

Lt Col Henning Tel No: (011) 274-7913

**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**

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**

03 April 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, certification should not be more than six (6) months old). 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 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 POST**

**POST 11/134**

**PRACTITIONER: SUPPLIER MANAGEMENT**

Directorate: Provincial Supply Chain Management

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

**SALARY**

R257 508 per annum, (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A 3-year tertiary qualification National Diploma in Public Management, Public Administration, Business Administration, Economic Management and Accounting. 1 – 2 years’ experience in Supplier management and preferably Supplier verification and registration. Minimum of 1-year data capture experience. Customer service experience. Computer literate (MS office essential). Previous knowledge of BAS/SAP. At least 1-year Supply Chain
experience. Experience and understanding of South African marketplace and SME sector.

**DUTIES**

Maintain a Supplier Helpdesk by assisting suppliers to register on the CSD, Receiving Entity Maintenance Forms and Tax Clearances Certificates (Registration of Suppliers and Individual) Handling all email, telephone and walk-in queries pertaining CSD, Entity Maintenance, Banking and Webcycle queries. Creating supplier profiles on the Central GPG supplier data base using CSD verified suppliers, bank verification, training departmental officials on CSD. Close EBT’s and Web cycles timeously. Internal up-to-date reporting and recording keeping. Recording of entity individual forms on progress monitoring spreadsheet and stats.

**ENQUIRIES**

Ms. Linda Ninzi Tel No: (011) 227-9000
ANNEXURE N Q
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department

OTHER POSTS

POST 11/135 : HEAD CLINICAL UNIT GRADE 1- REF NO: HCUNUCLEARMED/1/2020
Department: Nuclear Medicine
Re Advert. People Who Applied Before Need Not Reapply

SALARY : R1 728 807 per annum (An all-inclusive flexible remuneration package) All-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance’ Agreement with the Manager of the post

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Specialist qualification in Nuclear Medicine. Three (3) years post specialist registration experience in Nuclear Medicine. Current registration with HPCSA as Medical Specialist physician in Nuclear Medicine. Knowledge, skills training and competency required: Experience in Conventional Nuclear Medicine, PET, Metabolic Radiation Therapy and in-vitro, as well as good clinical patient management. Desire to teach and the corresponding skills. Interest in research & development (demonstrated by publications, Good interaction with staff, colleagues and management


ENQUIRIES : Dr LP Mtshali Tel No: (031) 2401124
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 03 April 2020

POST 11/136 : HEAD CLINICAL UNIT REF NO: HCUPUL/1/2020
Department: Pulmonology

SALARY : R1 728 807 per annum (All-inclusive salary package) (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: An appropriate qualification in Internal Medicine and Pulmonology. Current Registration as a Medical sub-Specialist: Pulmonology. Three years post registration experience as a sub-Specialist: Pulmonologist. Recommendations: Experience in undergraduate teaching and undergraduate teaching administration in Internal Medicine/Pulmonology. Knowledge, Skills, Training and Competencies Required: Ability to teach undergraduate, postgraduate students and supervise junior staff. Management Skills. Good communication, leadership, decision making and communication skills.

DUTIES: Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. If not already holding a Master’s or PhD degree, study towards Master’s or PhD. Training of undergraduate and post graduate medical students in Internal Medicine at any hospital where teaching takes place and Allied Health Personnel in the field of Pulmonology and participation in formal teaching and teaching administration as required by the department of Pulmonology and Internal Medicine. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. After hours consultant cover for both Pulmonology and Critical Care departments at Inkosi Albert Luthuli Hospital. Provide leadership in development of protocols for the management of Adult Pulmonology and Critical Care. Provide leadership in the development of clinical audit programmes in the hospitals in the province. Develop measures to ensure quality assurance for the Adult Pulmonology Unit. Participate actively in outreach activities to hospitals in the Province of KwaZulu-Natal. Active involvement in CME to health professionals. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar's, Medical Officer's and Nurses. Work as part of a multi-disciplinary team when deemed necessary.

ENQUIRIES: Dr LP Mtshali Tel No: (031) 2401105

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 03 April 2020

POST 11/137: HEAD CLINICAL UNIT (MEDICAL) GR 1 (NEUROSURGERY) REF NO: GS 22/20

Component – Surgery Department

SALARY: R1 728 807. 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 annually.

CENTRE: Greys Hospital Pietermaritzburg Hospitals Complex

REQUIREMENTS: A specialist qualification in Neurosurgery. Plus Current registration with the Health Professions Council of South Africa for independent practice as a
Specialist in Neurosurgery with significant experience in the relevant discipline; At least three years post registration experience as a specialist in Neurosurgery Participation in the after-hours call system is essential. Recommendations: Experience in a tertiary environment, research experience and management training Knowledge, Skills, Training and Competency Required Appropriate Specialist procedures and protocols within field of Appropriate Specialist procedures and protocols within field of Neurosurgical expertise, Sound knowledge of Human Resource management, Good interaction with staff, colleagues and management. Financial Management – monitoring of expenditure, Essential Drug List, 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. Good communication, leadership, decision-making, administration and management skills. Clinical, procedural and training skills. Counselling and conflict resolution skills. Desire to teach and supervise junior staff members. Interest in research & development. Competence in undergraduate, and post graduate training. Computer literacy.

**DUTIES**

- Key Performance Areas; Clinical assessment and management of patients with Neurosurgical conditions
- Develop and strengthen the Neurosurgery service at Grey's Hospital (including Area 2)
- Setting-up of protocols for management of Neurosurgical patients at Greys Hospital (including Area 2)
- Inter-disciplinary co-ordination of the management of a patient with neurosurgical conditions
- Promote clinical governance including application of clinical guidelines and clinical audits.
- Ensure the highest standards of clinical, professional and ethical conduct.
- Attend to administrative matters as pertains to the unit and department.
- Promote and participate in outreach programmes in Area 2.
- Conduct specialised outpatient clinics and provide expert opinion where required.
- Participate in after-hours consultant cover for Neurosurgical emergencies
- Active involvement in the academic programmes of the Department of Neurosurgery at the University of KwaZulu-Natal Conduct, assist and supervise departmental research activities
- Participate in the training of Registrars, Medical Officers and Allied Health care personnel.
- The successful candidate is expected to work closely with the Neurosurgery unit in Durban, with the aim of improving access to Neurosurgical services in the Province of KwaZulu-Natal

**ENQUIRIES**

DR V Govindasamy Tel No: (033) 8973379/81

**APPLICATIONS**

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

**FOR ATTENTION NOTE**

Directions To Candidates: The following documents must be submitted:  
- Application for employment form (Z83) which is obtainable at any Government Department OR website  
- 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.  
2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 22/20 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. NB: This post will operate in conjunction with other Head Clinical Unit posts in Surgery based at Grey's hospital. It is envisaged that the successful candidate will be sharing administrative duties and responsibilities at Grey's hospital. This will facilitate optimum service provision at Grey’s hospital and the relevant drainage area.

**CLOSING DATE**

3 April 2020
POST 11/138 : HEAD CLINICAL UNIT (MEDICAL) GR 1 REF NO: GS 18/20
Component – Cardiology

SALARY : R1 728 807. 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 annually

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg

Salary : mbchb or Equivalent Plus Three years post registration experience as a Medical Specialist Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Registered HPCSA qualification as a Medical Specialist in Internal medicine, Plus Current Registration with the Health Professions Council of South Africa as a Cardiologist Recommendation Experience in managing cardiology unit Knowledge, Skills, Training and Competency Required Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

DUTIES : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs Clinical responsibility in the discipline of cardiology with afterhours participation (based on departmental operational need) Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counter-pulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of KwaZulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine

ENQUIRIES : Dr K. Rasmussen Tel No: (033) 897 3289
APPLICATIONS : To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 18/20. 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 : 3 April 2020

POST 11/139 : MEDICAL SPECIALIST – (GRADE1, 2, 3) - (CARDIOLOGY) REF NO: GS19/20

Component – Internal Medicine

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

REQUIREMENTS : MBCHB Or Equivalent Plus Registered HPCSA qualification as a specialist in internal medicine, Plus Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Cardiologist
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.
Grade 3 Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Recommendation One year experience as a subspecialist cardiologist Knowledge, Skills, Training and Competency Required: Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

DUTIES : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs Clinical responsibility in the discipline of cardiology with afterhours participation (based on departmental operational need) Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities – To support the HCU of Greys Cardiology with respect to the following Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of KwaZulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine

ENQUIRIES : Dr K. Rasmussen Tel No: (033) 897 3289
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: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 19/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE: 3 April 2020

POST 11/140: MEDICAL SPECIALIST PAEDIATRIC CARDIOLOGY REF NO: MEDSPECPAEDCARD/1/2020 (X1 POST)

CENTRE: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: MBCHB. Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. Positive references from recent supervisor/s. Experience: Grade 1: No experience required. Grade 2: Five (5) years’ appropriate experience as a Medical Specialist after Registration with HPCSA as a paediatrician as well as registration as a paediatric cardiologist. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a paediatrician as well as registration as a paediatric cardiologist. Knowledge, Skills, Training and Competency Required: The candidate must be qualified or aspire to qualify as a Paediatric Cardiologist. Preference will be given to candidates with experience working post specialisation as a paediatrician in a paediatric cardiac unit. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment.

DUTIES: Provide Paediatric specialty services in Paediatric Cardiology. This includes in and out –patient services, outreach and after hours services Provide services in clinical cardiology, echocardiography and cardiac catheterisation. Supervise paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation. Participate in departmental audit programmes, research and unit administration. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided.

ENQUIRIES: EGM Hoosen Tel No: (031) 2401000
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std s10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current
employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**Closing Date:** 03 April 2020

**Post 11/141:** Medical Specialist Nephrology  
**Ref No:** MEĐSPECNÉPHROLOGY/1/2020 (X1 POST)

**Department:** Nephrology IALCH

**Salary:**  
Grade I: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime  
Grade II: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime  
Grade III: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

**Centre:** IALCH and Durban functional region

**Requirements:**  
MBChB or equivalent, FCP (SA). Current Registration with HPCSA as a Specialist Physician-Nephrologist. Experience: Specialist Grade I No experience required Five (5) years post registration experience as a Specialist Physician-Nephrologist. Specialist Grade III: Ten (10) years post registration experience as a Specialist Physician-Nephrologist. Knowledge, Skills, Training and Competency Required: Drivers Licence and own transport. Ability to teach and supervise nephrology trainees, registrars, medical officers, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge and experience in clinical research. In-depth knowledge of medical ethics and its application.

**Duties:** Function as a nephrologist in the department. Management of general nephrology, chronic peritoneal dialysis and transplant outpatient clinics. Performance of kidney biopsies, vascular haemodialysis access and percutaneous Tenckhoff catheter insertions. Manage acute and chronic haemodialysis at IALCH, Saint Aidans and Addington hospital. Supervise and manage medical and allied staff at IALCH. Performance of administrative duties at IALCH. Actively participate in the academic and research programme of the Department of Nephrology. Perform clinical audits and be involved in the operational planning of the Department of Nephrology. Participate in the academic programme at the Nelson R Mandela School of Medicine, including student teaching, undergraduate and postgraduate exams. The successful candidates are required to participate in after-hours overtime work.

**Enquiries:** Prof A Assounga: Tel No: (031)-2401324/0312401325

**Applications:** All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE** : 03 April 2020

**POST 11/142** : MEDICAL OFFICER: RADIOLOGY REF NO: MORAD/2/2020 (X 3 POST)
Department: Radiology Department
Re advert. Medical Officers Who Have Completed Their Registrar Time In Radiology Need Not Apply.

**SALARY**
Grade 1: R821 205 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**
MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: No experience required after completion of Community Service. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Salary Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training And Competency Required: Knowledge of Radiological Anatomy. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.

**DUTIES**
Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active role in training and research. Participation in commuted overtime is compulsory.

**ENQUIRIES**
Dr K Amod Tel No : (031) 240 1960

**APPLICATIONS**
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**NOTE**
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, 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 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 APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as
unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

**CLOSING DATE**: 03 April 2020

**POST 11/143**: **MEDICAL OFFICER: ARV MOBILE TEAM**

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

**CENTRE**: Umgungundlovu District Office

**REQUIREMENTS**: Grade 1 NIL, Grade 2 Five (5) years appropriate experience after registration with HPCSA as a Medical Practitioner post Community Service  
Grade 3 Ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner post Community Service. Knowledge, Skills, Training and Competencies Required: - Sound knowledge of national ARV and TB Programmes. Sound knowledge and clinical skills in Primary Health Care and General Medicine. Good communication skills and some knowledge of isiZulu. Knowledge and understanding of Medical Ethics and Batho Pele Principles. Ability to work as part of the ARV Mobile Clinic Team as well as mentoring and Daily consultation at ARV Mobile Clinic – ARV and TB patients. Currently consults at Crandom, Umlaas Road, Trustfeed, Hopewell and Mpolweni. Ensure correct patient management through the implementation of quality standards, practice and treatment protocols. Improve support systems and the ARV and TB Disease Programmes. Form part of the Umgungundlovu PHC Medical Team.

**ENQUIRIES**: Dr T Kerry Tel No: (083) 409 2881

**APPLICATIONS**: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

**FOR ATTENTION**: Human Resource Practices

**NOTE**: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB Preference Will Be Given To African Males

**CLOSING DATE**: 10 April 2020

**POST 11/144**: **MEDICAL OFFICER REF NO: MOCARD/1/2020 (X 1 POST) Department: Cardiology**

**SALARY**: Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime  
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime  
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime

**CENTRE**: Inkosi Albert Luthuli Central Hospital and DFR

**REQUIREMENTS**: MBCHB Degree Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: Grade 1: No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified
employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: 10 year’s appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

**Knowledge, Skills, Training and Competency Required:** Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiating, and planning, organizing and interpersonal skills.

**DUTIES:**
- Provision of Cardiology services based at IALCH.
- Management of patients in the Ward, CCU and Cardiac Clinics.
- Provision of afterhours (nights, weekends, public holidays) call for the department at IALCH.
- Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in the teaching of Paramedical staff in the Department. Participate in the academic programme, including research.

**ENQUIRIES:**
Prof DP Naidoo Tel No: (031) 240 2207/ (031)240 1910

**APPLICATIONS:**
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE:**
03 April 2020

**POST 11/145**
**DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**
**REF NO:**
GS23/20

**SALARY:**
R733 257 per annum (Level 11) (all inclusive remuneration package)

**CENTRE:**
Greys Hospital, Pietermaritzburg

**REQUIREMENTS**
National Diploma/Degree in Human Resource Management/Public Management and Administration/Human Sciences with majors in Human Resource Management Plus five (5) years managerial experience in Human Resource Management. Valid Driver’s Licence Proof of current and previous experience in a HR environment endorsed by the HR Department or the relevant employer recommendation Certificates: MS Office Software Applications i.e. Ms Word, Excel, PowerPoint and Outlook Knowledge, Skills, Training and Competency Required: Project Management, Strategic and Operational Planning skills Develop an annual workforce plan within budgetary constraints. Broad knowledge of HR Practices/HR Development and planning, Employee Relations and Employee Health and Wellness programme Excellent Management, facilitation, communication and interpersonal skills Expert
knowledge of legislative and policy framework informing the areas of operation
Ability to work in a multi-disciplinary team at a senior management level. Ability
to prioritise issues and other work related matters in order to comply with tight
deadlines. Extensive knowledge of computerised personnel and salary
systems (PERSAL), MS Packages and applications thereof.

**DUTIES**

Key Performance Areas: Overall Management of Human Resource Management Services in the Hospital Manage Human Resource Planning, Development and EPMDS in support of service delivery imperatives Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies Manage the development, implementation and monitoring of a Human Resource Risk Management Plan in order to mitigate and eliminate risks Manage Labour Relations matters to ensure effective employment relations Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and morale Advise managers and assist in the management of conduct and capability throughout the hospital. Advise managers on all aspects of HR Management, organizational and individual development, and staffing structures and reporting arrangements. Develop and implement effective HR Policies within guidelines set by the provincial health department Supervise HR Staff.

**ENQUIRIES**

DR KB Bilenge: Tel No: (033) 897 3321

**APPLICATIONS**

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: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificates- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 19/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPIC). African Males are encouraged to apply.

**CLOSING DATE**

3 April 2020

**POST 11/146**

OPERATIONAL MANAGER NURSING GR 1 (SPECIALITY)-CRITICAL CARE NURSING REFNO: GS 21/20 (X 1 POST)

Adult Medical and Surgical Intensive Care Unit Component – Nursing

**SALARY**

R562 800 per annum Plus 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)

**CENTRE**

Greys Hospital, Pietermaritzburg

**REQUIREMENTS**

Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife A Post–basic nursing qualification in Critical Care Nursing Science with a duration of at least 1 year accredited with the SANC as a Professional Nurse and Midwife A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Recommendation At least 3 years of experience in a supervisor's capacity will be an advantage. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients' Rights Charter

**DUTIES**

Key Performance Areas: Ability to provide professional leadership Coordinate optimal, holistic and specialized nursing care provided within the set standards
and a professional/legal framework Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients’ Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Monitor that appropriate immediate care to all patients that have been admitted to the Intensive Care Unit. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Monitor and control the procurement, utilization and maintenance of equipment (and its accessories) needed for an intensive Care Unit. Implementation and management of Infection Prevention and Control protocols. Develop risk management strategies to mitigate factors that can harm patients including IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDS as well as student progress reports. Participate and ensure implementation of National core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans.

ENQUIRIES : MRS KT Mckenzie Tel No: (033) 897 3331
APPLICATIONS : 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: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 19/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE : 3 April 2020
POST 11/147 : OPERATIONAL MANAGER NURSING GR 1 GENERAL) REF NO: GS 20/20 (X 1 POST)

SALARY : R444 276 per annum Plus 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Current registration with the South African Nursing Council A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Recommendation At least 3 years of experience in a supervisor's capacity will be an advantage.Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients’ Rights Charter

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DUTIES

Key Performance Areas:

1. Ability to provide professional leadership
2. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof.
3. To develop and ensure implementation of Nursing Care Plans.
4. To participate in Quality Improvement Programs and Clinical Audits.
5. To monitor waiting times for clinic areas and for elective cases.
6. To attend Mortality Meetings Monthly and ensure that avoidable factors are addressed.
7. To identify, develop and control Risk Management systems within the unit.
8. To uphold the Batho Pele and Patients' Rights Charter principles.
9. To provide a safe, therapeutic environment as laid down by the Nursing Act.
10. To maintain accurate and complete patient records according to legal requirements.
11. To participate in staff, student and patient teaching.
12. To exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures.
13. To manage and supervise effective utilization of all resources eg. Human, financial, material etc.
14. To implement and manage Infection Prevention and Control protocols.
15. To participate in performance reviews i.e. EPMDS as well as student progress reports.
16. To ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans.

ENQUIRIES

MRS KT McKenzie Tel No: (033) 897 3331

APPLICATIONS

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:

1. Application for employment form (Z83) which is obtainable at any Government Department OR website
2. Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies.
3. Curriculum Vitae and certified ID copy

NB: Failure to comply with the above instructions will disqualify applicants.

CLOSING DATE

3 April 2020

POST 11/148

CLINICAL NURSE PRACTITIONER REF NO: SAHPISGAH 01/2020 (01 POST)

SALARY

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

Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE

ST Andrew’s Hospital: Pisgah Clinic

REQUIREMENTS

Senior Certificate. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse.

Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing.

Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness

DUTIES

To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply,
nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

ENQUIRIES : Mrs VV Ncume Tel No: (039) 4331955 EXT 286
APPLICATIONS : should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION : Human Resource Manager
NOTE : People with disability and African male are encouraged to apply
CLOSING DATE : 03 April 2020
POST 11/149 : ASSISTANT MANAGER NURSING (GENERAL) REF. NO: NKAH 05/2020 (01 POST)
Department: Nursing Component
SALARY : R562 800 – R633 432.per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed Requirements, 8% in-hospitalable allowance
CENTRE : Nkandla District Hospital
REQUIREMENT : Senior Certificate (Grade 12). Degree/Diploma in nursing that allow registration with the Proof of registration with SANC as General Nurse and Midwife. A minimum of eight (08) years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing of which at least three (03) years of this period referred to above must be appropriate/recognizable experience at a management level. Current SANC receipt (2020) OR stamped proof of current registration by HR obtainable from SANC Website (E-Register). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.
DUTIES : Key Performance Areas: Exercise overall control of all resources within the department especially in general wards i.e. general female and Male wards including TB wards. Identify needs, formulate Health Care Programme and oversee implementation thereof. Ensure implementation of clinical competencies and ensure that scientific principles of nursing process are maintained. Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics. Contribute to the development of clinical management guidelines and protocols for management of patient level of care within available resources. Ensure proper use and control of all resources under his/her control, ensuring that operations remain within the budget. Willing to improve in order to manage in changing health environment. Ensure compliance with National Core Standard in Department under his/her authority. Monitor and supervise staff performance. Initiate and conduct audit in all allocated units. Assist with relief
ENQUIRIES: MRS. SJ Nguse Tel No: (035) 833 5047
APPLICATIONS: Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855
FOR ATTENTION: Mrs. SG Masikane
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za, which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE: 03 April 2020
POST 11/150: ASSISTANT MANAGER NURSING (M&E) REF NO: MONT 02/2020

SALARY: R562 800 per annum (Level 10) (OSD)
CENTRE: Montebello Hospital
REQUIREMENTS: Senior Certificate or Equivalent qualification. Degree/Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as General Nurse. A minimum of 08 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. At least 03 years of the period referred to above must be appropriate/recognizable experience at management level. Current annual practicing certificate (2020 Receipt). Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES: Administer and evidence results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed Performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E support to all departments in the institution. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Relieving in the matrons office that will include working one of the weekends in the matrons office.

ENQUIRIES: MRS BR Msomi Tel No: (033) 506 7000
APPLICATIONS: Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
FOR ATTENTION: Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

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

NOTE

APPLICATIONS

ENQUIRIES

APPLICATIONS

NOTE

DUTIES

REQUIREMENTS

SALARY

POST 11/151

OPERATIONAL MANAGER (GENERAL) REF NO: MAN05/2020 (01 POST)

Institution: Manguzi hospital

Salary: R444 276 per annum. Other Benefits: 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed requirement)

Requirements: Senior Certificate (Grade 12) Diploma/Degree in General Nursing plus Midwifery certificate Registration certificate with South African Nursing Council as a general nurse Minimum of 7years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC SANC Receipt/ or proof of payment for 2020 Proof of current and previous experience endorsed by Human resource (Certificate of Service) must be attached. Knowledge, Skills, Training and Competencies Required Knowledge of nursing care processes and procedures Knowledge of SANC Rules and Regulations and other relevant Legal Frameworks Knowledge of Quality Assurance programme Ability to formulate unit policies. Human resource management and basic financial management skills Leadership, supervisory and report writing skills Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving

Duties: Key Performance Areas/Kra’s: To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing Objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures Ensure on-going education and staff training in TB, HIV HPT and Diabetes, etc. Promote implementation of Batho Pele Principles, Patients’ Rights Charter and acceptable professional ethical standards within the applicable legal framework. Ensure efficient data flow and information management Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, occupational Health and Safety and all other applicable prescripts Exercise overall supervision, control and discipline in the unit To write EPMDS for the staff Ensure good Human resource and Financial Management including assets, stores items and pharmaceuticals Ensure clients and staff satisfaction Demonstrate knowledge of disciplinary procedures, grievance and conflict management

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

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

Note: Directions to Candidates:-The following documents must be submitted:- Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must be
accurately completed and signed. Reference Number must be indicated in the
column provided on the form Z.83.Comprehensive Curriculum Vitae, certified
copies of identity document, educational qualifications and professional
registration certificates - not copies of certified copies. Applicants are
respectfully informed that, if no notification of appointment is received within 3
months after the closing date, they must accept that their applications were
unsuccessful. Applicants in possession of a foreign qualification must attach
an evaluation/verification certificate from the South African Qualifications
Authority (SAQA) or other regulating bodies to their applications. Non- RSA
Citizens/Permanent Resident/Work Permit holders must submit a documentary
proof together with their applications. All employees in the Public Service that
are presently on the same salary level but on a notch/package above the
minimum as that of the advertised post are free to apply. This Department is
an equal opportunity, affirmative action employer, whose aim is to promote
representivity in all levels of all occupational categories in the Department. The
appointment is subject to positive outcome obtained from the NIA to the
following checks: security clearance, credit records, qualification, citizenship
and previous experience verifications. Failure to comply with the above
instructions will result to your application being disqualified. NB. Those who
applied previously are also encouraged to re-apply. Due to financial constraints
S&T Claims will not be considered.

CLOSING DATE : 14 April 2020
POST 11/152 : CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE IN
GENERAL NURSING STREAM REF NO: 01/2020
SALARY : R444 276 per annum plus 13th. Cheque, Rural Allowance (Provided the post
Meets the requirements) Medical aid (optional), Home Owners Allowance
(employee must meet prescribed requirements)
CENTRE : Zululand Health District office, Ulundi
REQUIREMENTS : Senior Certificate (Grade 12) Diploma/Degree in General Nursing and
Midwifery. Current registration with South African Nursing Council (SANC) as
a Professional Nurse. A minimum of 7 years’ appropriate/recognition
experience in nursing after registration as a professional Nurse with the
SANC in General Nursing. Proof of current or previous work experience endorsed and
stamped by Human Resource. Valid driver’s licence. Recommendation:
Computer literacy: MS Office Software Applications. Knowledge, Skills,
Training and Competences Required: Depth understanding of Nursing
legislation and related legal and ethical nursing practices. Basic understanding
of human resource and financial practice and policies. Promote quality of
nursing care directed by the professional scope of practice and standard as
determined by the relevant health facility. Good communication skills with
parties. Management skills. Basic computer literacy as support tools to
enhance service delivery
DUTIES : Conduct inspections to ensure that Quality Assurance plans are implemented
and that practices are according to specified policy. Perform training and
guidance activities to instil a culture of service delivery in all service areas
within the district. Monitor Quality Assurance indicators and report thereon to
assist in the improvement of service delivery at all district health institutions.
Ensure that Quality Assurance committees are established, that these have
quality improvement projects and that Identify best practice and implement
significant change is recognised and rewarded. Interact with university and
COHSASA role players to enhance the Quality Assurance procedures and
practices. Perform quality improvement audits and survey monthly and report
to senior management. Identify, facilitate and co-ordinate all Quality
Improvement Plans. Ensure implementation of National Core Standard and
Provincial initiatives (Patients Right Charter, Batho Pele programmes etc.)
Ensure that all facilities conduct Patients Experience of Care and Waiting
Times Surveys. Ensure that planning, co-ordination, implementation,
monitoring and evaluation of the Quality Assurance programme within the
district. Co-ordinate all aspects of Nation Core Standards/norms and standards
including assessments and monitoring of activities to attain accreditation at all
hospital and clinics. Co-ordinate NCS/Norms and Standards, ICRM and IHRM
peer review assessments within the district, consolidate and submit reports
to the next higher levels as may be required. Conduct district quality
assurance meetings/workshops and attend provincial quality assurance
meetings/workshop. Provide training and update clinical and non-clinical staffs
on quality assurance issues. Ensure that clinical and nursing audits are conducted at all institutions to evaluate the quality patient care rendered. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

ENQUIRIES: SM Cebekhulu - Tel No: (035) 8740602
APPLICATIONS: KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way LA Building Ground floor Ulundi 3838 Tel No: (035) 8740634

FOR ATTENTION: Mrs GC Buthelezi
NOTE: Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver’s licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

CLOSING DATE: 03 April 2020

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum (Level 9)

CENTRE: Montebello Hospital
REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification, Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt).Proof of current and previous experience endorsed by Human Resource Department. Experience
Grade 1: A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Midwifery and Neonatal Nursing Science. Certificates of service must be attached as proof of experience.

DUTIES: Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Compile and analyze monthly statistics and use the information for future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific
principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Ensure ongoing education and staff training in PMTCT, BFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district perinatal. Conduct clinical audit and compile summary report. Ability to work independently in all sections of the unit. Ensure utilization of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

ENQUIRIES : MS N Ngceza
APPLICATIONS : The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
FOR ATTENTION : Human Resource Manager
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- South African 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 : 03 April 2020
POST 11/154 : PROFESSIONAL NURSE SPECIALITY– ADVANCED MIDWIFERY AND NEONATAL NURSING CARE REF: MAN06/2020 (02 POSTS)
Institution: Manguzi Hospital

SALARY

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum Other Benefits 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner Allowance (employee must meet prescribed requirement)

REQUIREMENTS

Senior Certificate/ Matric or equivalent Degree/Diploma in General Nursing and Midwifery. A Post Basic Nursing qualification with a duration of at least one year accredited with SANC in Advance Midwifery Current registration with SANC as General Nurse and Midwife (2020 receipt) Experience Grade 1: A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognition experience in the specific specialty after obtaining the 1year post basic qualification in the relevant specialty NB: Certificates of service must be attached as proof of experience. Knowledge, Skills Training and Competencies Knowledge of Public Service policies Act, and Regulations Knowledge of Labour Relation Act, disciplinary and grievance procedure. Knowledge of Nursing Act, Occupational Health and Safety Act of 1995 Knowledge of National Core Standard, Batho Pele Principle and Patient’s Right Charter
Presentation and facilitation skills, assertiveness and diplomacy. Good supervisory and management skills. Basic understanding of HR and financial policies and procedures.

**DUTIES**

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

**ENQUIRIES**

Mrs. Z.V Tembe Tel No: (035) 5920150

**APPLICATIONS**

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

**NOTE**

Directions to Candidates:-The following documents must be submitted:- Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83.Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will results to your application being disqualified. NB. Those who applied previously are also encouraged to re-apply. Due to financial constraints S&T Claims will not be considered.

**CLOSING DATE**

14 April 2020

**POST 11/155**

ASSISTANT MANAGER-LABOUR RELATIONS REF NO: UMZIN 02/2020

**SALARY**

R376 596. per annum (Level 09) Other Benefits 13th cheque Medical aid: Optional Homeowner’s allowance: Employee must meet prescribed requirements.

**CENTRE**

Umzinyathi Health District Office

**REQUIREMENTS**

Bachelor's Degree/ National Diploma in Human Science.3 year's supervisory experience in Human Resource Component. Valid Driver’s License Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint) Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/Employer. Knowledge, Skills and Competencies Required Sound knowledge of Human Resource Management with emphasis on Staff Relations. In-depth knowledge of Legislative Prescripts. Good Verbal and communication skills and report writing skills. Computer literacy with
knowledge of Persal system. Sound analytical thinking, good interpersonal, problem solving and decision-making skills.

**DUTIES**: Key Performance Areas Manage the functioning of Staff relations in the District in order to ensure the provision of high-quality services. Maintain and promote sound Staff Relations within the District and ensure the adherence to the Labour Relations Act, Basic Conditions of Employment Act and other relevant legislative prescripts. Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedures. Investigate and preside over disciplinary inquiries. Prepare reports and Monthly statistics for management on staff relations issues.

**ENQUIRIES**

Mr. PN Shezi Tel No: (034) 2999 110

**APPLICATIONS**

should be forwarded To The Human Resource Manager 34 Wilson Street Umzinyathi Health District Office Dundee Private Bag X 2052 3000 Dundee 3000

**FOR ATTENTION**

Ms. M Ngwenya

**CLOSING DATE**

09 April 2020

**POST 11/156**

**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: OSI HRM 01/2020 (01x POST)**

**SALARY**

R376 596 per. annum, Other Benefits: 13TH Cheque, Medical Aid (Optional) & Housing Allowance (Allowance must meet Prescribed requirements)

**CENTRE**

Osindisweni District Hospital, Verulam

**REQUIREMENTS**

Senior Certificate STD 10/Grade 12, Degree/National Diploma in Human Resource Management/Public Management or Equivalent Qualification. Experience: 3-5 years in Human Resource Component, of which three (03) years must be Supervisory Level. A valid driver’s license code B (08). Proof of current and previous work experience endorsed and stamped by Human Resource Manager.

**DUTIES**

Manage Human Resource Planning, development and EPMDS in support of service delivery imperatives. Ensure the development and implementation of human resource employment equity and workplace skills plan for the Institution in consultation with all stakeholders. Participate in and provide inputs in Institutional strategic and operational planning and reporting sessions. Coordinate all HRD programmes and activities. Manage Human Resource Provisioning and practices in line with prevailing legislation prescripts and policies. Monitor human resource records and document management system. Ensure effective leave management system. Manage Labour Relations matters to ensure effective employment relations. Ensure the coordination of Institutional Management Labour Committee meetings. Ensure training of staff on Labour Relations. Create awareness of Labour relations within the Institution. Ensure compliance with grievance, mediation and arbitration proceedings. Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and morale. Ensure coordination of Institutional Employee Health and Wellness Committee Meeting (IEHWCM). Ensure training of staff on Employee Health and Wellness Programme within the Institution. Supervise staff and manage Human Resource Risk areas and assets. Manage EPMDS. Manage staff development. Management of staff leaves utilization. Ensure the effective utilization of resources including assets allocated to human resource Component. Provide advice and guidance to all officials in the Institution. Ascertain/substantiate possible discipline.

**ENQUIRIES**

Mr. J.N Shabane: Tel No: (032) 541 9201

**APPLICATIONS**

Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

**CLOSING DATE**

09 April 2020

**POST 11/157**

**ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: OSI FIN 02/2020 (1X POST)**

**SALARY**

R376 596 per. annum, Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Allowance must meet Prescribed requirements)

**CENTRE**

Osindisweni District Hospital, Verulam

**REQUIREMENTS**

Senior Certificate STD 10/Grade 12, Degree/National Diploma in Financial Management or Equivalent Qualification. Experience: 3-5 years in Finance/Supply Chain, of which three years must be a Supervisory level. A valid driver’s license B (08). Proof of current and previous work experience endorsed and stamped by Human Resource Manager.
**DUTIES**: Improve Financial Management for the hospital and Clinic. Facility has an effective cash flow management system. % of budget spent according to projection. Facility has an approved Procurement Plan. Ensure department meets its strategic objectives and Budget is aligned to APP. Improve Supply Chain Management. Approved Bid Committee to ensure effective SCM processes. Ensure that good and services are procured in a cost effective way. Facility conducting quarterly and annual stock take and timeously submission of report to Provincial SCM. Maintain adequate availability and efficient utilization of staff in the finance section. Recruitment and selection and placement of personnel in his/her section. Staff performance assessed in terms of departmental performance management system. Staff trained and developed to improve efficiency, accuracy and performance of the component. Compliance with PFMA, Treasury Regulations, Public Service Act and Regulations. Conduct internal audit and risk management. Ensure that adequate policies, system and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to Accounting Officer. Disclosure of interest/ conflict of interest at appropriate structures/times, for e.g SCM committees. Develop, implement and monitor measures designated to optimize the collection of revenue. Checking cash analysis for accuracy and elimination of risk. Ensure revenue reconciliation statements are reported monthly. Advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write-off.

**ENQUIRIES**: Mr. J.N Shabane: Tel No: (032) 541 9201

**APPLICATIONS**: Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

**CLOSING DATE**: 09 April 2020

**POST 11/158**: RADIOGRAPHER DIAGNOSTIC REF. NO: RADDIAG/1/2020 (01 POST)
Department: Diagnostic Imaging

**SALARY**:
- Grade 1: R317 976 per annum, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
- Grade 2: R372 810 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement
- Grade 3: R439 164 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.

**CENTRE**: IALCH

**REQUIREMENTS**: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). **Grade 1**: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3**: Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.
**DUTIES**: Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

**ENQUIRIES**: Mrs B V Mfeka Tel No: (031) 240 1950

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE**: 03 April 2020

**POST 11/159**: ASSISTANT DIRECTOR-FINANCE & SCM REF NO: ITSH 4/2020 (1 POST)

**SALARY**: R376 596 per annum, other benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) and Medical Aid (optional)

**CENTRE**: Itshelejuba Hospital

**REQUIREMENTS**: Senior Certificate STD 10/ grade 12. Degree/National diploma in Financial Management or equivalent qualification. 3-5 years in finance/Supply Chain, of which three (03) must Supervisory level. A valid driver’s license code 10. NB proof of work experience signed by human resource section must be attached. Knowledge, Skills and Competence Requires: Good sound knowledge of public service policies, Regulations and legislations, managing staff, compilations of statistics, training and development Staff. Good listening. Writing and communication skills. Computer literacy, good decision making and leadership skills, nd knowledge of all financial management prescripts.

**DUTIES**: Key Performance Areas: Improve financial management for the hospital and clinics. Ensure that facility has effective cash flow management system. Ensure that facility has an approved procurement plan and improve supply chain management. Approved bid committee to ensure effective SCM processes. Ensure that goods and services are procured in a cost effective way. Conduct internal audit and risk management. Ensure that staff is trained and developed to improve efficiency, accuracy and performance of the component. Compliance with PFMA, Treasury regulations and Public service act regulations. Ensure that adequate policies, system and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization. Facility conducting quarterly and annual stock take and timeously submission of report to provincial SCM. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to accounting officer, % of budget spent according to projection, advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write- off. Staff performance assessed in terms of departmental performance management systems. Develop, implement and monitor measures designated to optimize the collection of
revenue. Ensure that department meets its strategic objectives and budget is aligned to APP.

**ENQUIRES**
All enquiries should be directed to Mrs T.M Vilakazi Tel No: (034) 413 4000

**APPLICATIONS**
All applications must be addressed to Ithholejuba Hospital Private Bag x0047 Pongola 3170

**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, certificate of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your C.V. 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, e.g. ref ITSH 4/2020. Please note that failure to comply with the above instruction will be disqualifying 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**
03 April 2020

**POST 11/160**
HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PLANNING REF NO: UMZIN 03/2020

**SALARY**
R316 791 per annum (Level 08) Other Benefits: 13th cheque Medical aid: Optional Homeowner’s allowance: Employee must meet prescribed requirements.

**CENTRE**
Umzinyathi Health District Office

**REQUIREMENTS**
For the Post Bachelor’s Degree/ national Diploma in Human Resource Management.3 years supervisory experience in Human Resource Development and Planning. Valid Driver’s License Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & Power Point) Attach Proof of previous and /or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills and Competencies Required: Accomplish key tasks within a specified timeline. In-depth knowledge of Legislative Prescripts. Good Verbal and communication skills and report writing skills. Computer literacy with knowledge of Persal system. Sound analytical thinking, good interpersonal, problem solving and decision-making skills.

**DUTIES**
Key Performance Areas: Developing a Workplace Skills Plan (WSP) and WSP Implementation Plan for the District office by determining training requirements, coordinating the WSP and WSP Implementation Plan for the District, coordinating the implementation of the WSP and maintaining a database for all training Compile Quarterly and annual Training Reports for the District Office and consolidating the District reports. Administer and coordinate Performance Management and Development (PMDS) to ensure departmental deadlines are honoured and evaluations are conducted timeously. Manage PMDS training for District office components. Coordinate the development and implementation of the Human Resource Plan Co-ordinate and monitor the implementation of HRD strategies/projects in the District:- Internships, Bursaries, Workplace Integrated Learning, Induction programs and training programs Support, train and mentor officials within the District office to ensure that policy imperatives and practices are implemented. Ensuring the day to day functioning of Human Resource Planning and Development Component in the District Office

**ENQUIRES**
Mr. PN Shezi Tel No: (034) 2999 110

**APPLICATIONS**
should be forwarded to The Human Resource Manager 34 Wilson Street Umzinyathi Health District Office Dundee Private Bag X 2052 3000 Dundee 3000

**FOR ATTENTION**
Ms. M Ngwenya

**CLOSING DATE**
09 April 2020
The South African Police Service is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling of this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS

Please forward your application, quoting the relevant reference number and the name of this publication to The Provincial Head, Personnel Management, South African Police Service, Private Bag X9428, Polokwane, 0700. Applications can also be hand delivered to the Provincial Office 44 Schoeman Street Polokwane, Land Bank Building.

CLOSING DATE

06 April 2020 at 15:00

NOTE

Applicants must display competency in the post-specific core functions At least Grade 10 Certificate (Std 8) Fluency in at least two of the official languages, of which one must be English Be able to render at least ten (10) years of pensionable service before reaching the pensionable age of 60 years Public service Act 103/1994. No criminal record or pending criminal/ departmental, relevant courses in the field of the posts will be an advantage. Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application forms must be adhered to failure to do so may result in the rejection of the application The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID document, Grade 10 (std 8) Certificate qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certifications must not be older than three months. Qualifications submitted will be subjected to verifications checking with relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointment will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. Short-listed candidates for appointment to certain identified posts, will be vetted in terms Of the Criminal Law (Sexual Offence and Related Matters) Amendment Act, 2007 (Act no 32 of 2007) and the Children's Act2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The criminal law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointment in the South African Police Service as from 31st of January 2015 provide a buccal (Inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Must have no previous convictions or cases pending Applications will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

OTHER POSTS

POST 11/161 : GENERAL WORKER (X29 POSTS)

SALARY : R102 534 per annum
CENTRE : SAPS Polokwane Ref No: LIM: 5/3/20 (x1 Post)
          SAPS Prov JOC - Ref No: LIM: 6/3/20 (x2 Posts)
          SAPS Seshego Ref No: LIM: 9/3/20 (x1 Post)
          SAPS Siloam Ref No: LIM: 10/3/20 (1x Post)
REQUIREMENTS: A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and Communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Be willing to work irregular hours.

DUTIES: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting the environment, Polish furniture and floors, Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES: Capt Kobe Thabo at Tel No: (015) 290 6131
PPO Nemaguvhuni Avhatakali at Tel No: (015) 290 6026
PO Manoko Thabo at Tel No: (015) 290 6024
ANNEXURE S

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS: The Provincial Head Personnel Management, Recruitment Office: Appointments, Private Bag X5001, Kimberley, 8300. Hand delivery address: 19 George Street (locked silver container at entrance), Kimberley 8301

CLOSING DATE: 03 April 2020 at 16:00 (Applications received after the closing date and faxed or e-mailed copies will not be considered.)

NOTE: Only the official application form (available on the SAPS website and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all shortlisted applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POSTS 11/162: GENERAL WORKERS

SALARY: R102 534 per annum (Level 02)

CENTRE: South African Police Service, Northern Cape

Aggeney SAPS – Ref No: NC01/03/2020
Augrabies SAPS – Ref No: NC02/03/2020
Belmont SAPS – Ref No: NC03/03/2020
Boetsap SAPS – Ref No: NC04/03/2020
Britstown SAPS – Ref No: NC05/03/2020
Carnarvon SAPS – Reference NC06/03/2020
Fraserburg SAPS – Ref No: NC07/03/2020
Hanower SAPS –Ref No: NC08/03/2020
Heuningvlei SAPS – Ref No: NC09/03/2020
Mothibistad SAPS – Ref No: NC10/03/2020
Noupoort SAPS – Ref No: NC11/03/2020 (2x Posts)
Onseepkans SAPS – Ref No: NC12/03/2020
Pabalello SAPS – Ref No: NC13/03/2020
Pella SAPS – Ref No: NC14/03/2020
Rietfontein SAPS – Ref No: NC15/03/2020
Springbok SAPS – Ref No: NC16/03/2020
Tsineng SAPS – Ref No: NC17/03/2020

120
Upington SAPS – Ref No: NC18/03/2020
Van Wyksvlei SAPS – Ref No: NC19/03/2020
Vioolsdrift SAPS – Ref No: NC20/03/2020
Vosburg SAPS –Ref No: NC21/03/2020
Warrenton SAPS – Ref No: NC22/03/2020
Provincial Finance and Administration – Ref No: NC23/03/2020
Pixley ka Seme Cluster – Ref No: NC24/03/2020
ZF Mgcawu Cluster – Ref No: NC25/03/2020
Namakwa Cluster – Ref No: NC26/03/2020
JTG Cluster – Ref No: NC27/03/2020

**REQUIREMENTS**

Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work irregular hours.

**DUTIES**

Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dust working the environment Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES**

Lieutenant Colonel Shivuri/Warrant Officer Botha/Personnel Officers Syfers/Moorcroft/Thetsane Tel No: (053) 839 3776/3724/2516/2510/2511
ANNEXURE T

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT EDUCATION (WCED)

APPLICATIONS: Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

CLOSING DATE: 03 April 2020

NOTE: 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 competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 11/163: DISTRICT DIRECTOR REF NO: 137
Branch: Education District Office - Eden & Central Karoo

SALARY: R1 057 326 per annum (Level 13) all-inclusive salary package (A portion of the package can be structure according to the individual's personal needs).

CENTRE: George

REQUIREMENTS:
- An undergraduate qualification (NQF level 7) as recognised by SAQA. At least five years' experience at a middle/senior managerial level within an educational environment. Recommendation: A successful track record as a Principal of a well-performing school will be a recommendation. Additional Requirements: Proven relevant management experience in an education environment valid drivers' licence advanced knowledge of the South African Schools Act Knowledge of all legislation as related to the Key Performance Areas applicable to districts proven excellence in management of district support and/or school management.

DUTIES:
- Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers, Management and governance, Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists; Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS), Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

ENQUIRER:
- Mr HA Lewis, Tel No: (021) 467 2105

POST 11/164: DIRECTOR: CAPE TEACHING & LEADERSHIP INSTITUTE REF NO: 138
Branch: Cape Teaching & Leadership Institute

SALARY: R1 057 326 per annum (Level 13) all-inclusive salary package (A portion of the package can be structure according to the individual's personal needs).

CENTRE: Kuilsriver

REQUIREMENTS:
- An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at a middle/senior managerial level, valid driver's licence. Additional Requirements: Proven relevant management experience in an education environment. Valid driver's licence. Advanced knowledge of the South African Schools Act. Knowledge of all legislation and policies as related.
to the Key Performance Areas applicable to teacher education and development. Proven excellence in leadership and management of teacher education and development programmes.

**DUTIES**

- Design learning and development programmes
- Provide curriculum and research development services - Consult research to guide develop and roll-out of blended programmes (e-learning, e-teaching and face-to-face).
- Develop learning and development programmes - Support the WCED overall vision, including e-vision through needs responsive teacher professional development initiatives and programmes. Advocate and support the preparation of teachers to embrace the WCED e-vision strategy in collaboration with relevant units and partners. Coordinate differentiated professional development programmes that will address the need of teachers at different levels of ICT integration part of their pedagogy in all schools. Implement systems to identify and meet training and development needs and impact of interventions - Reflect, monitor and evaluate provincial strategies and related TPD data. Using the formal and informal analysis of the curriculum outcomes to identify the specific needs for curriculum professional development involving all phases including ECD/GET/FET. Assess training and development programmes. Liaise with HEIs regarding development programmes - Collaborate regarding suitable teacher development programmes empowering new and practicing teachers. Market the CTLI. Deliver learning and development programmes: Facilitate and coordinate functional training interventions. Facilitate and coordinate school management training - Support and contribute to the School management and leadership programmes. Facilitate and coordinate induction and orientation programmes for Teachers - Facilitate and expand on the mentorship and induction practices at school level. Facilitate and coordinate functional training interventions. Facilitate and coordinate the school business management training programme. Liaise and coordinate the pre-service training programme.
- Provide curriculum research development services. Manage awards and excellence programmes. Provide an education library and information service: Coordinate enhancement services to libraries. Coordinate the technical support for virtual learning and physical library services. Manage and coordinate the logistics administrative support and library server support of library services. Manage the improvement of teacher qualifications and competencies: Facilitate formal continuous Professional Teacher Development towards qualification and school-based improvement. Custodian for the Teacher Development Strategy. Implementation of future focused policy considerations. Observe and be sensitive for the processing of teachers continued needs in the classroom. Secure the infusion of ICT in the presentation of all programmes to serve as norm for teachers to implement in their classrooms and the pedagogy of subjects. Identify and coordinate professional development programmes for different group of teachers on the development spectrum. Manage the implementation and maintenance of the Continuous Professional Teacher Development System. Observe and monitor the impact of practical teaching on the preparedness of new teachers during their final year of initial teaching. Manage the NTA and other teaching awards systems. Coordinate PTEDC activities in the province. Render support services: Render financial services. Render facility management services - secure a well-functioning support and corporate services for the institute to ensure all the functional operation of facilities, venues and hostels against a high standard of effectiveness and tasteful neatness. Render course administration. Render general support services.

**ENQUIRES**

Ms H Mahomed, Tel No: (021) 467 2368

**POST 11/165**

**DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 139**

Branch: Management Accounting

**SALARY**

R1 057 326 per annum (Level 13) all-inclusive salary package (A portion of the package can be structure according to the individual’s personal needs).

**CENTRE**

Cape Town

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) as recognised by SAQA. At least five years’ experience at a middle/senior managerial level. A valid driver’s licence. Additional requirements: B. (Hons) Degree or equivalent qualification in Accounting, Commerce with Accounting or Management Accounting as a major (NQF level 8) would be an advantage

**DUTIES**

- Manage a R25 billion budget under the supervision of the Chief Director: Financial Management and the Chief Financial Officer. Develop, implement,
monitor and review the planning and budgeting and management reporting systems in respect of policies, procedures and processes. Contribute to the preparation of the departmental strategic and annual performance plans with particular reference to financial data, analysis and advice. Assist with, review and refine departmental spending estimates and prepare the departmental budget proposals. Consolidate and prepare the final draft budget for submission to treasury. Manage and submit annual cash flow plans and reports as required. Monitor budget implementation progress and identify all variances against the budget. Prepare monthly and quarterly expenditure and revenue reports as required and make recommendations to address significant variances. Prepare the inputs required for the Quarterly and Annual Financial Statements with supporting working papers. Manage the virement and roll-over processes and assess the impact on service delivery targets. Analyse and interpret data in order to provide management information for decision-making. Manage the evaluation of proposed business plans and capital projects, including the costing, assumptions, risks, sustainability and value for money. Provide management accounting support to the department in respect of planning, budgeting, reporting, relevant legislation, policies, processes and the implementation thereof. Identify staff capacity needs and ensure training interventions. Manage directorate’s budget in line with the strategic objectives of the Department.

ENQUIRES:
Ms E Veldman, Tel No: (021) 467 2543

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 11/166: MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY SERVICE) (2 POSTS)
Chief Directorate: Emergency and Clinical Support Services

SALARY:
Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individuals’ personal needs)

CENTRE: Forensic Pathology Services

REQUIREMENTS:
Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Forensic Pathology. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Forensic Pathology. Inherent requirement of the job: Overnight and weekend calls with availability at the call centre within 30 minute of the call being logged, offer professional consultation with relevant stakeholders and to provide judicial testimony. Valid driver’s licence. Willingness to work after-hours and standby duties. Competencies (knowledge/skills): Ability to be methodical, detail orientated, uphold high standards and be able to work under pressure and meet deadlines. Ability to communicate clearly and discreetly in person and in writing in at least two of the three official languages of the Western Cape. Ability to interpret and apply policies and have good communication, interpersonal relationship, development and teaching skills. Computer literacy, off-road skill, body retrieval skills from “unusual” sites and photographic skills.
DUTIES: (key result areas/outputs): Assist with teaching and training programs related to under- and postgraduate students, as well as Forensic Pathology personnel and other participating stakeholders. Assistance of the Head of Division in rendering a sound Forensic Pathology Service by active participation in the routine execution of clinical duties in the department with support to regional stakeholders. Participate in the identification process of unknown victims, inclusive of but not limited to relevant consultation processes. Participation in death review programmes, in stakeholder interactive programs and in academic programs affiliated to associated tertiary institution(s).

ENQUIRIES: Prof JJ Dampers, Tel. No: (021) 931-8043

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. Duties will be mainly Tygerberg based but will, as indicated by needs in the province, include service delivery to the entire geographical area with autopsy facilities available in the Metro as well as the rural drainage areas of the Metro facilities. 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: 3 April 2020

POST 11/167: DEPUTY DIRECTOR: PEOPLE AND FACILITY MANAGEMENT

Chief Directorate: Metro Health Services

SALARY: R733 257 per annum (A portion of the package can be structured according to the individuals' personal needs)

CENTRE: Mowbray Maternity Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma/Degree in Management or related field. Experience: Appropriate experience in Human Resource Management and exposure to Facility Management and Support Services Management in a Hospital setting (Private or Public Sector will be considered). Appropriate Management and supervisory experience. Experience in Contract Management and Performance Management of Outsourced Services. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to analyse and use data for problem-solving and decision-making. Ability to lead, innovate and drive change through the use of strong interpersonal skills, planning ability, strategy development, systems thinking and the use of quality improvement frameworks. Ability to work in a team and meet deadlines. Excellent knowledge and experience in the implementation of People Management policies, procedures and practices pertaining to People Management, People Development and Labour Relations. Excellent organisational skills with a proven track record in the management of Human Resource Management, Facility Management and Support Services. Knowledge in managing all aspects of Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. High level of computer literacy (Microsoft Office package). The ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: (key result areas/outputs): Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Management of all aspects of Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Strategic, operational and financial management of all Support Services including: Waste Management, Linen, Transport, Porters, Telecommunications, Residence and Outsourced Services (Catering, Cleaning,
Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects.

ENQUIRIES: Ms JC Joemat, Tel. No: (021) 659-5544
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: 3 April 2020

POST 11/168: DEPUTY DIRECTOR: LABOUR RELATIONS
Head Office, Cape Town

SALARY: R733 257 per annum (A portion of the package can be structured according to the individuals’ personal needs)
CENTRE: Directorate: Labour Relations
REQUIREMENTS: Minimum educational qualification: An appropriate 3 year Degree/Diploma in Public Management, Labour Relations or Human Resource Management. Experience: Extensive experience in the management and handling of all misconduct matters, grievances, initiating and chairing of disciplinary hearings and firsthand experience in conflict management at various levels. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): In depth knowledge and understanding of all relevant labour legislations related to misconduct matters. Knowledge of all relevant collective agreements regulating the management of misconduct matters and grievances within the public sector. Initiating and chairing of disciplinary hearings. Conflict management skills. Excellent communication and written skills. Promote sound relations with all stakeholders, including organised labour. Computer literacy skills and presentation skills. Knowledge in managing of staff. Knowledge in research methodology coupled with very good analytical skills.

DUTIES: (key result areas/outputs: Management and facilitate the mandated resolution of all individual and collective grievances within the stipulated timeframes. Manage all formal and mandated misconduct processes and procedures to ensure fairness, consistency and policy compliance. Provide capacity building regarding all labour relations matters accordance to the workplace skills plan. Provide various accurate statistical reports to internal and external stakeholders on a monthly basis and within stipulated timeframes. Manage strike/protest/picket within the department. Effective management of staff.

ENQUIRIES: Mr RJ Roman Tel. No: (021) 483-5089
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: 17 April 2020

POST 11/169: FACILITY MANAGER PHC
Chief Directorate: Metro Health Services

SALARY: R733 257 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE: Khayelitsha Community Health Centre

DUTIES: (key result areas/outputs: Leadership and operational management of a Community Health Centre and related services in the geographic drainage area. Implementation of the prescribed comprehensive package of services. Service coordination and management of the burden of disease in the geographic drainage area. Strategic, operational planning, implementation of
operational plans and quality assurance programmes. Sound Financial Management, Supply Chain Management, People Management and Labour Relations. Plan and co-ordinate the provision of support service systems that will enhance service delivery and quality of care. Ensure community participation in strategic and operational planning processes. Ensure effective information management, and implement a monitoring and evaluation system. Community engagement. Effectively manage the interphase between the statutory community structures. The intersectoral stakeholders and relevant national and international health agencies.

ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 11/170

ASSISTANT MANAGER NURSING (SPECIALTY) AREA: GENERAL AND SPECIALTY PAEDIATRIC AREAS AND OPD)

SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 11/171

Chief Directorate: Rural Health Services
SALARY : R444 276 per annum
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. Experience: A minimum of 7 years appropriate/realisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work after-hours. Competencies (knowledge/skills): Good written and oral communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing code of ethics and professional practice of the SANC. Computer literacy and ability to analyse systems and prepare reports. Computer literacy in MS Word, Excel, Outlook and PowerPoint.

DUTIES : (key result areas/outputs: Coordinate the development and implementation of induction/orientation programmes for nursing personnel. Coordinate the development of learning opportunities for all nursing personnel. Manage and administer the implementation of the informal nurse training programmes and assist with formal clinical training programmes. Manage the clinical accommodation/mentorship programmes within the Nursing component.

ENQUIRIES : Ms J Ehlers, Tel .No: (044) 802 4356/7
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 : 3 April 2020

POST 11/172 : OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: SURGERY)
Chief Directorate: Rural Health Services
SALARY : R444 276 per annum (PN-A5)
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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/realisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).

DUTIES : (key result areas/outputs): Plan, manage, co-ordinate and maintain an optimal quality Nursing Service as an Operational Manager in a surgical setting. Participative management and utilisation of physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing and other stakeholders (multi-disciplinary team work). Deliver a support service to the Nursing Service and the institution. Maintain and promote ethical standards and the core values of the department.

ENQUIRIES : Ms J Ehlers, Tel .No: (044) 802 4356/7
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 : 3 April 2020
POST 11/173: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)
Western Cape College of Nursing

SALARY:
Grade 1: R 383 226 per annum (PN-B1)
Grade 2: R 471 333 per annum (PN-B2)

CENTRE:
Western Cape College of Nursing

REQUIREMENTS:
Minimum requirement: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 years accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council; Registration with the SANC as a Professional Nurse and proof of annual registration with the SANC. Experience: Grade 1: A minimum of 4 years appropriate/recongizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recongizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recongizable experience in the specific specialty after obtaining the 1 year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Willingness to travel to all campuses. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Computer skills.

DUTIES:
(key result areas/outputs): Provide occupational/ student health services and refer to appropriate level of care where necessary. Coordinate and maintain occupational health services across WCCN campuses. Provide advisory services on OHS and IPC matters. Coordinate health promotion and wellness initiatives. Conduct occupational health risk assessments and develop improvement plan in collaboration with the management team. Ensure legal compliance with the OHS policy, OHS Act and related statues. Management of Occupational/Student health clinic.

ENQUIRIES:
Dr T Mabuda, Tel. No: (021) 684-1202

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 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:
17 April 2020

POST 11/174: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)

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

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum requirement: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recongizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recongizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform standby duties and work overtime when required. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official...
languages of the Western Cape. Learn and comply with in-house systems and procedures. High tension knowledge will serve as a strong advantage. 

**DUTIES**
(key result areas/outputs): Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.

**ENQUIRIES**
Mr K Mgcodo/Mr C Wakefield, Tel. No: (021) 404-6251/6210

**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**
3 April 2020

**POST 11/175**: CLEANER (6 POSTS)
Chief Directorate: Metro Health Services

**SALARY**
R102 534 per annum

**CENTRE**
Du Noon CHC (1 post)
Vanguard CHC (3 posts)
Retreat CHC (1 post)
Kensington CDC (1 post)

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Required to work shifts (weekends, public holidays, day/night duties and rotate in different departments according to operational needs and requirements). Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices.

**DUTIES**
(key result areas/outputs): General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery, refuse removal, sorting and provision of hospital linen). Effective utilisation and storage of cleaning material and equipment, stock control, and replenishing of stock in departments. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Housekeeper and colleagues.

**ENQUIRIES**
Du Noon CHC: Ms T Petshwa, Tel. No: (021) 200-4500, Vanguard CHC: Mr B Yako, Tel. No: (021) 695-6202, Retreat CHC: Ms C Coetzee, Tel. No: (021) 713-9809, Kensington CDC: Ms C Priem, Tel. No: (021) 593-1150

**APPLICATIONS**
The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION**
Mr F Le Roux

**NOTE**
No payment of any kind is required when applying for this post. Interview invitation subject to outcome of a Pre-test (assessment).

**CLOSING DATE**
17 April 2020

**SOUTH AFRICAN POLICE SERVICE (WESTERN CAPE)**

**APPLICATIONS**
Complete application forms must be hand-delivered or posted to: The Recruitment Centre, Customs House Building, Lower Heerengracht Street, Cape Town, 8000, faxed or emailed applications will not be accepted.

**CLOSING DATE**
06 April 2020

**NOTE**
Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of
previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Applications will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short-listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

OTHER POSTS

POST 11/176: GENERAL WORKER

SALARY: R102 534 per annum (level 2)

CENTRE:
- Albertinia Ref No: WC 01/02/2020
- Ashton Ref No: WC02/02/2020
- Bellville South Ref No: WC03/02/2020 (2 Posts)
- Brackenfell Ref No: WC04/02/2020
- Clanwilliam Ref No: WC05/02/2020 (2 Posts)
- Cloetesville Ref No: WC 06/02/2020
- Convile Ref No: WC07/02/2020
- De Rust Ref No: WC 08/02/2020
- Elands Bay Ref No: WC 09/02/2020
- Gans Bay Ref No: WC 10/02/2020
- Groot-Drakenstein Ref No: WC11/02/2020
- Kensington Ref No: WC12/02/2020
- Klampunts Ref No: WC13/02/2020
- Kraaifontein Ref No: WC14/02/2020
- KwaNekuthula Ref No: WC15/02/2020
- KwaNongaba Ref No: WC16/02/2020
- Langa Ref No: WC 17/02/2020
- Lentegeur Ref No: WC 18/02/2020
- Lwandle Ref No: WC 19/02/2020
- Maitland Ref No: WC 20/02/2020
- Manenberg Ref No: WC 21/02/2020
- Mitchell’s plain Ref No: WC22/02/2020
- Montagu Ref No: WC 23/02/2020
- Ocean View Ref No: WC 24/02/2020
- Paarl Ref No: WC 25/02/2020
- Philippa Ref No: WC 26/02/2020
- Pinelands Ref No: WC 27/02/2020
- Riversdale Ref No: WC 28/02/2020
- Still Bay Ref No: WC 29/02/2020
- Strand Ref No: WC 30/02/2020
- Table Bay Harbour Ref No: WC 31/02/2020
- Vredenburg Ref No: WC 32/02/2020

REQUIREMENTS: Applicants must display competency in the post-specific functions of the post; be a South African Citizen, A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions.
or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work irregular hours.

**DUTIES:** Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dusting the environment Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES:** can be directed to The Recruitment Centre SAPS: at Tel No: (021) 409 6580/6588/6585/6591/6592/6593/6584